



Code: 1860
Family: Facilities
Service: Administrative
Group: Statistical, Technical, and Mercantile
Series: Storekeeping

CLASS TITLE: FOREMAN OF PIPE/SALVAGE YARDS

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises and participates in warehousing, inventory and distribution operations in city facilities such as warehouses, storage areas, pipe yards and salvage yards, and performs related duties as required

ESSENTIAL DUTIES

Department of Water Management

- Supervises staff (e.g. Stores Laborers) performing and performs heavy lifting and other laborer tasks relating to the loading, unloading, storage and disbursement of water and sewer construction and repair materials, parts and equipment
- Implements inventory procedures and processes to track, control and document the receipt of materials, parts and equipment from supply vendors, stocking and storage of items, and the issuance of same to work crews
- Monitors deliveries from supply vendors, ensuring Laborers verify items received against packing slips, safely unload materials, parts and equipment using forklifts as needed, and place same into inventory stock
- Maintains and oversees the maintenance of computerized records using inventory system software (e.g. DataStream) to enter and update inventory data and to monitor inventory levels;
- Plans and prioritizes the daily delivery of requested materials to work crews, ensuring delivery trucks are loaded with materials and other items and routed to work sites on a timely basis
- Orders items to replenish stock, creating computerized entries and preparing paperwork (e.g. APRFs) to initiate the ordering of materials from contracted vendors or the transfer of same from other storage facilities
- Reviews receiving reports against APRFs to verify delivery of items to yard/warehouse and forwards to appropriate personnel for payment to vendors
- Implements safety procedures to minimize accidents and promote a safe work environment; ensures Laborers are trained and certified to operate forklifts; attends various training sessions relating to safety, emergency and haz-mat response and instructs staff as required
- Maintains manual and computerized inventory records; schedules and oversees physical inventory and periodic cycle counts; contacts vendors to obtain price quotes on new or specialty items as required

Department of Procurement Services

- Supervises staff (e.g., Stores Laborers) performing and performs intake and inventory activities of surplus city vehicles, equipment and scrap materials and other laborer tasks relating to the storage and distribution of materials, parts and equipment at the salvage yard
- Oversees the inspection and preparation of surplus vehicles, equipment and other surplus property to be sold on the City of Chicago's On-Line Public Surplus Auction website
- Downloads digital photographs and updates and writes descriptions of vehicles and equipment to be sold through the on-line auction and bidding process

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- Oversees daily work activities to ensure that surplus vehicles and equipment arriving at salvage yard are placed in assigned lot area, the proper tracking of incoming and outgoing vehicles and equipment, and the display of items for viewing at auctions
- Coordinates the delivery of surplus vehicles and equipment and implements work procedures for the receipt and maintenance of required records and documents (e.g. titles, departmental correspondence, keys) for surplus items received
- Oversees the weighing of delivered scrap materials and the generating of dump tickets to document amounts received
- Works with departmental staff in processing transactions and reviewing paperwork prior to releasing items to buyers arriving at the salvage yard to pick-up surplus items
- Provides general information to the public and mediates client disputes concerning policies and procedures of the on-line auction process
- Supervises and participates in performing maintenance and snow removal activities at the salvage yard and coordinates needed repairs for the on-site office trailer
- Creates and maintains activity reports of salvage yard operations; updates and maintains manual and computerized inventory records; conducts periodic cycle counts
- Implements safety procedures to minimize accidents and promote a safe work environment

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Two years of experience working as a laborer in construction or repairs, OR as a laborer in a warehouse type facility engaged in materials handling of construction materials, vehicles, automotive parts or equipment
- Some positions may require certification as Forklift Operators

WORKING CONDITIONS

- Exposure to outdoor weather conditions
- Storage yard or warehouse facility environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Personal protective equipment (e.g., hard hat, steel toe boots, vest, gloves)

PHYSICAL REQUIREMENTS

- Some positions may be required to perform substantial lifting (up to 100 pounds)
- Ability to walk and stand for extended or continuous periods of time
- Ability to access multi-level facilities
- Ability to operate a personal computer and related equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *applicable computer software packages and applications
- *inventory control and recordkeeping methods, practices, and procedures
- warehouse management methods
- safety practices and procedures related to the warehousing of construction materials and equipment and automotive salvage yards
- supervisory methods and practices

applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- WORK WITH NUMBERS – Add, subtract, multiply or divide quickly and correctly

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

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* May be required at entry.

City of Chicago
Department of Human Resources
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