



Code: 4286
Family: Facilities
Service: Operation and Construction
Group: Building Maintenance and Operation
Series: Custodial

CLASS TITLE: FOREMAN OF WINDOW WASHERS

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises staff engaged in the washing and cleaning of windows, partitions, doors, glass walls/curtains and other glass surfaces in the interior and exterior of buildings, and performs related duties as required

ESSENTIAL DUTIES

- Reads work orders and inspects work sites to assess work required, determine equipment and materials needed, and plan work processes
- Makes daily work assignments and plans and schedules seasonal and large scale jobs based on established priorities and availability of resources
- Supervises work in progress to ensure efficiency, timeliness, and adherence to safety procedures and practices
- Inspects completed jobs for compliance with established quality standards
- Monitors and ensures the proper set-up and use of equipment (e.g., ladders, scissor lifts, articulated booms) to access and clean windows and glass surfaces above ground level
- Responds to and resolves problems and safety hazards relating to broken windows and other glass surfaces in buildings reported by staff
- Coordinates the provision of , and provides direct training to staff on work operations and safety practices and procedures
- Evaluated staff work performance and initiates disciplinary actions as required
- Orders materials, cleaning solutions and equipment, as needed
- Tests new equipment and cleaning solutions and makes recommendations for possible acquisition
- Maintains work records (e.g., maintenance schedules, safety logs) and prepares project status and productivity reports

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

- Three years of professional residential or commercial window washing work experience including work experience working from various heights above ground level.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

- Work performed at various heights above ground

EQUIPMENT

- Standard office equipment (e.g., telephone, personal computer, fax machine, calculator)
- Communication equipment (e.g., two-way radio, pager system)
- Personal protective equipment (e.g., shoes, glasses, gloves, safety harnesses)

PHYSICAL REQUIREMENTS

- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb staircases, ladders, and/or step stools
- Ability to tolerate heights while working

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *window washing supplies, equipment, and techniques
- scheduling and coordination of maintenance activities
- *applicable safety principles and practices

Some knowledge of:

- supervisory methods, practices, and procedures
- record keeping methods, practices, and procedures
- manpower and equipment resource allocation

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- INSTRUCTING - Teach others how to do something
- EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job

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

- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

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
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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.

* May be required at entry.

City of Chicago
Department of Human Resources

March, 2011