



Code: 4526

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Building Maintenance and Operation

Series: Miscellaneous Building Trades

CLASS TITLE: GENERAL FOREMAN OF GENERAL TRADES

CHARACTERISTICS OF THE CLASS

Under general supervision, functions as a senior level manager, directing work operations of a large staff of skilled trades and craft personnel in various disciplines, and managing large scale construction projects and activities relating to the maintenance of City building structures and facilities and transportation infrastructure, and performs related duties as required.

ESSENTIAL DUTIES

- Positions in the Department of Transportation work with senior managers in planning, scheduling and managing large scale projects relating to the city's infrastructure including the repair and maintenance and construction of streets, sidewalks, bridges and viaducts
- Direct a large work force of skilled trades across various disciplines including carpenters, plumbers, bricklayers, and cement finishers through the direct supervision of Foreman
- Direct construction projects relating to the reconstruction of sidewalks, ensuring proper construction methods and work procedures are followed, needed materials are requisitioned and delivered to sites, required permits are obtained, and appropriate utilities are notified
- Oversee bridge maintenance and repair work, coordinating the work of various trades including ironworkers, electricians and machinists
- Direct the day to day operations of residential street and alley asphalt resurfacing projects, directing administrative staff in the scheduling of projects and the work of skilled trades and laborers assigned to projects and jobs
- Positions in the Department of Fleet and Facility Management manage construction activities for capital improvement projects involving the modification, renovation or rehabilitation of City facilities
- Directs skilled trades personnel across disciplines including electricians and steamfitters, laborers and other staff engaged in various phases of construction work, ensuring that safe construction methods and procedures are followed and quality standards are met
- Consults with client departments to gather information on project requirements; conducts site surveys to assess scope of planned projects and prepares sketches, work plans and time estimates for project completion
- Prepare cost estimates and operating budgets for projects including skilled trade and laborer services needed and schedule and sequence of work, creating timelines and completion dates
- Prepare cost estimates of laborer services needed for scheduled construction, maintenance, and repair projects, working with management personnel to meet department's objectives, priorities and performance measures
- Confers with professional engineers and architects for remodeling or rehab projects requiring design services, construction drawings or specifications or specialized work
- Authorizes and approves the requisitioning of work materials, supplies and equipment to complete work projects; monitors and approves overtime; monitors progress and ensures projects remain within budget

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- Works with management in developing and establishing performance measures, and productivity and quality standards; conducts field inspections to assess compliance with standards
- Uses Microsoft Project, Excel software and related software in preparing and maintaining records relating to planning, scheduling and monitoring of projects and related reports
- Monitors and evaluates work performance of subordinate staff and prepares performance appraisals; reviews accident and injury reports; initiates and enforces disciplinary actions; enforces departmental work rules and City's personnel rules

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**

- Successful completion of a US Department of Labor registered carpentry apprenticeship training program and journeyman status, plus six years of journey level carpentry experience, of which three years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Working knowledge of Microsoft Project and Microsoft Excel software highly desirable

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to hazardous conditions (e.g., construction sites, heavy machinery)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopies, fax machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, safety vest)

PHYSICAL REQUIREMENTS

- Ability to stand, walk and bend for extended or continuous periods of time
- Ability to access multi-level facilities

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

Considerable knowledge of:

- * work practices and standards relating to skilled trades and craft personnel across disciplines
- * principles and practices of construction management
- *applicable safety practices and procedures specific to construction
- *supervisory methods, practices and procedures
- Management methods and practices

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

Skills

- ACTIVE LISTENING - Give full attention to what other people are saying, take 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
- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop, and direct people as they work and identify the best people for the job
- 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
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense

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
- ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems

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.