



Code: 7005
Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: River, Harbor and Transportation
Series: Airport Operation

CLASS TITLE: AIRPORT MAINTENANCE FOREMAN

CHARACTERISTICS OF THE CLASS

Under general supervision, coordinates and oversees laborer work activities on an assigned shift, supervising staff in performing grounds maintenance and general labor work at the Chicago Department of Aviation's (CDA) O'Hare International and Midway International Airports to ensure the proper maintenance and upkeep of airport facilities; and performs related duties as required.

ESSENTIAL DUTIES

- Reviews work orders requesting laborer services, prioritizes work based on operational needs and makes assignments to staff of Laborers
- Schedules work routes and assigns staff to collect refuse and bulk garbage from the exterior of all terminals and security posts, and from exterior and interior of support facilities (i.e. airport maintenance complex (AMC), H&R plant and warehouse)
- Monitors work crews assigned to clean and pick up debris from exterior areas including sidewalks, grass areas, fence lines parking lots and roadways
- Supervises and monitors staff engaged in snow and ice removal from sidewalks, curbs and exterior of terminals and facilities and the spreading of salt to ensure the safety of passengers, visitors and staff
- Directs ground maintenance activities including grass cutting, weed trimming, weed spraying and tree and shrub rimming/cutting activities around terminals and airport areas
- Assigns work crews to clean up areas of vehicle accidents or other types of accidents/emergencies; coordinates with airfield operations personnel to obtain clearance for Laborers to access airfield to remove debris and objects as required
- Assigns staff to loads and unload supply trucks with supplies, equipment and materials for delivery to various facilities and storerooms throughout the airport
- Oversees staff performing laborer duties inside terminal areas including disposing of bulk items, cleaning areas of refuse and debris, moving furniture and office equipment, and setting up and removing platforms, tables, chairs and decorations for special events/holidays
- Implements safety work procedures and practices to minimize employee accidents and to promote a safe work environment; prepares accident and injury reports
- Approves time off requests; conducts performance evaluations; and initiates and enforces disciplinary actions; informs General Foreman of performance or operational problems
- Prepares productivity reports and related work 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

- Two years of work experience in grounds and building maintenance work for a large facility or commercial building

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must pass a Ground Motor Vehicle Operating Regulation Basic Driving test administered by the Chicago Department of Aviation (CDA) within six months of hire

WORKING CONDITIONS

- General office environment
- Airport terminals and facilities
- Airfields, runways and other exterior areas of airport and surrounding areas
- Exposure to loud noises and extreme weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computer and peripheral equipment (e.g., personal computer, computer terminals)
- Personal protective equipment (e.g., 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**

Moderate knowledge of:

- equipment and materials specific to custodial and laborer work and grounds maintenance work
- proper and safe use of grounds maintenance, tree trimming and snow removal equipment
- applicable safety practices and procedures specific to unskilled labor and maintenance work

Some knowledge of supervisory methods, practices and procedures

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
- MONITORING – Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- INSTRUCTING – Teach other how to do something

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

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
 - LEADERSHIP – Demonstrate willingness to lead, take charge and offer opinions and direction
 - STAMINA - Demonstrate energy and stamina to accomplish work tasks
 - 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

Date: June, 2012