



Code: 8248

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Street, Water, Sewer, and Disposal

Series: Street Maintenance and Construction

CLASS TITLE: ASPHALT FOREMAN

CHARACTERISTICS OF THE CLASS

Under general supervision, functions as a working supervisor/crew leader, supervising asphalt laborers and equipment operators performing work activities relating to the spreading, finishing and compacting of asphalt for the resurfacing and repair of City residential streets and alleys, and performs related duties as required

ESSENTIAL DUTIES

- Supervise an assigned work crew performing semi-skilled asphalt laborer duties including raking, smoothing and tamping relating to the pavement, re-surfacing and repair of streets and alleys using hot asphalt materials
- Supervise an assigned crew filling potholes and repairing street surfaces using high performance / cold patch asphalt during the winter months
- Supervises grinding and other crews operating asphalt equipment, including Hoisting Engineers operating grinders, pavers and rollers
- Receive and prioritize daily work assignments and makes crew work assignments
- Observe work in progress and provides guidance and direction on work procedures and techniques to asphalt laborers
- Ensure the timely delivery of hot asphalt from contracted plant to work sites
- Monitor supply of asphalt and requisitions additional supplies needed to complete the job
- Complete work activity sheets to report jobs completed, providing information on material used, location of work site, heavy equipment used and crew work assignments
- Informs General Foreman of performance or operational problems at work sites
- Ensures safe work procedures and safe work practices are followed at work sites
- Ensures barricades and other safety equipment are set up and in place while work is in progress
- Prepares accident and injury reports
- Attends pre-disciplinary hearings for work crew members
- May drive a city vehicle to work sites

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 the paving and repair of street surfaces using asphalt materials and/or related asphalt equipment.

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required.

WORKING CONDITIONS

- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust
- Exposure to hazardous conditions (e.g., traffic, heavy machinery)

EQUIPMENT

- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest)
- Safety devices or equipment (e.g., cones, barricades, metal plates, scaffolding, ropes)
- Standard tools and equipment used in asphalt pavement work (e.g., shovels, rakes, tamping tool, brushes, rollers)
- Measuring tools (e.g., tape measure, ruler, measuring wheel)
- Two-way radio

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 50 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *use of street surface repair equipment and materials
- *applicable safety principals, methods, practices, and procedures specific to asphalt work
- *use of safety equipment and protective gear
- *applicable safety and code standards specific to street paving and resurfacing, including OSHA standards

Some knowledge of:

- geographical locations within the City
- supervisory practices, and procedures

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

Other knowledge as required for successful performance in the Asphalt Worker class(es)

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
- TIME MANAGEMENT - Manage one's own time and the time of others

- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
 - INSTRUCTING - Teach others how to do something
 - *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
 - EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- Other skills as required for successful performance in the Asphalt Worker class(es)

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
 - WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- Other abilities as required for successful performance in the Asphalt Worker class(es)

Other Work Requirements

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Asphalt Worker class(es)

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, 2010