



Code: 8258

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Street, Water, Sewer, and Disposal

Series: Street Maintenance and Construction

CLASS TITLE: DISTRICT CONCRETE SUPERVISOR

CHARACTERISTICS OF THE CLASS

Under general supervision, directs work operations, supervising multiple crews and monitoring work operations relating to the mixing, spreading and finishing of cement for concrete re-surfacing and repair of City sidewalks, ADA ramps, curbs and gutters and related cement work, and performs related duties as required

ESSENTIAL DUTIES

- Oversees day-to-day field work operations including the preparation of surface areas, mixing, spreading and finishing of cement for the concrete pavement, re-surfacing and repair of City sidewalks, ADA ramps, and curbs and gutters
- Supervises Foreman of Cement Finishers and their work crews, resolving operational problems and ensuring work crews receive timely delivery of cement and other required resources and equipment to efficiently complete work projects
- Monitors and directs the work operations of specialized crews constructing and/or repairing curbs, gutters, alley aprons, streets, ADA ramps and related jobs
- Inspects work sites and monitors work in progress to assess and ensure compliance with established work procedures, safety practices and quality standards
- Responds to incidents and troubleshoots problems at job sites, working with managers, residents, vendors and crew foremen in resolving problems that are delaying or preventing the completion of jobs
- Reviews daily manpower reports and equipment resources and works with supervisor in re-allocating personnel to ensure adequate manning of crews and efficiency of operations
- Confers with cement vendors and management to schedule, monitor and track the timely delivery of cement to work sites
- Monitors the ordering and delivery of concrete and additional supplies to complete the job
- Monitors and evaluates work performance of subordinate staff; addresses performance issues; and initiates and enforces disciplinary actions as required
- Responds to complaints of poor quality or inadequate work of cement finishing crews, inspects completed jobs and takes proper actions to correct problems
- Reviews accident and injury reports and conducts required follow-up
- Prepares management reports on completed concrete work projects, status of planned and scheduled projects and related productivity and performance 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**

- Successful completion from a U.S. Department of Labor registered cement finishing/cement mason apprenticeship training program with journeyman status, plus five years of journey level work experience as a cement finisher/cement mason of which two years are in a supervisory role related to the responsibilities of the position

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

- Standard office equipment (e.g. telephone, printer, photocopier, fax machine)
- Computer and peripheral equipment (e.g. personal computer, computer terminals)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest)
- Safety devices or equipment (e.g., cones, barricades, metal plates, scaffolding, ropes)
- Two-way radio

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended or continuous periods of time

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

Considerable knowledge of:

- *use of construction equipment and materials
- *applicable safety principals, methods, practices, and procedures specific to cement work
- *use of safety equipment and protective gear
- *applicable safety and code standards specific to concrete work, including OSHA standards

Some knowledge of:

- personal computer operations and applicable software
- *management and supervisory methods and practices
- geographical locations within the City

Knowledge of 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

CLASS TITLE: DISTRICT CONCRETE SUPERVISOR

- 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
- 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

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 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.

City of Chicago
Department of Human Resources
March, 2015