



## JOB ANNOUNCEMENT

Foreman of Custodial Worker, PR - \$20.55 p/h

Chicago Department of Aviation

**Number of Positions: 4**

**Additional vacancies possible pending budget approval)**

**Applications for this position will be accepted until 11:59pm CDT on July 19, 2024.**

### **ESSENTIAL DUTIES:**

- This position requires the Foreman of Custodial Workers to actively work alongside the Custodial team.
- This is a **working** Foreman position.
- Makes daily work assignments and prioritizes work based on available manpower and planned work objectives.
- Drives to outlying sites on airport service roads to inspect and oversee work of Custodial Workers in city facilities located throughout airport complex Supervises Custodial Workers engaged in various cleaning and custodial tasks and activities, monitoring their work activities, and inspecting work in progress.
- Oversees the cleaning of restrooms, inspecting cleaned areas to ensure restroom surfaces and fixtures and toilets have been properly cleaned and disinfected, trash removed, and restroom supplies replenished.
- Oversees staff in the cleaning of office areas, lobbies, stairways, and corridors, ensuring the proper cleaning of tabletops, furniture, walls, partitions, and doors in facilities using various cleaning solutions, wash towels, and other cleaning products.
- Monitors staff activities to ensure proper use of cleaning equipment such as heavy-duty powered scrubbers and polishers used to strip, wax and buff floors and the use of vacuum cleaners and shampoo equipment and solvents to vacuum and chemically clean carpeted areas.
- Monitors and ensures the proper disposal of trash and recycling materials and the use of refuse compactors.

- Provides training and instruction to Custodial Workers on custodial and cleaning tasks; provides instruction to staff on safety procedures and practices to minimize work accidents and promote a safe work environment.
- Approves time off requests; monitors performance and conducts performance evaluations; and initiates and enforces disciplinary actions.
- Prepares productivity reports.
- And other job-related duties as assigned.

## CHICAGO DEPARTMENT OF AVIATION

Location: O'Hare International Airport  
 Hours: 8.5 Hrs. - 6:00 am - 2:30 pm, 2:00 pm - 10:30 pm, or 10:00 pm - 6:30 am  
 Shifts: Rotating (depending on operational needs and seniority - willing and able to work nights, holidays, and weekends)

### THIS POSITION IS IN THE CAREER SERVICE

#### Qualifications

**Minimum Qualifications:** Two years of work experience performing custodial, janitorial, or building maintenance work.

**NOTE: Candidate(s) selected for hire must pass an airport background check and a Security Threat Assessment (STA).**

**A valid State of Illinois driver's license is required. Must obtain and maintain an Airfield Certification within six (6) months of hire.**

**NOTE: You must provide your valid U.S. driver's license at time of processing.**

**SELECTION REQUIREMENTS:** This position requires applicants to complete a skills test and if passed, an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected for hire.

**APPLICATION EVALUATION:** Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

**COMMITMENT TO DIVERSITY:** To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*** To learn more about our hiring practices [click here.](#)

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

**The City of Chicago in an Equal Employment Opportunity and Military Friendly Employer.**

**City of Chicago  
 Brandon Johnson, Mayor**

Here is the link to the City of Chicago website:

<https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang>

**[Job Search - Basic Search - Taleo](#)**

**FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA**

1. Visit [flychicago.com/jobs](http://flychicago.com/jobs) or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Foreman of Custodial Workers**

**Foreman of Custodial Workers (O'Hare)**

**\$20.55 / Hourly**

**Job #394044-1**

**07/05/24 - 07/19/24**

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. A job posting will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)