



**Code: 6676**  
Family: Construction, Maintenance, and Skilled Labor  
Service: Operation and Construction  
Group: Industrial Trades  
Series: Metal Working Trades

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## **CLASS TITLE: FOREMAN OF MACHINISTS**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, supervises journey-level machinists engaged in the manufacturing, repair, and rebuilding of precision metal parts for the maintenance of mechanical equipment and machinery, and performs related duties as required

### **ESSENTIAL DUTIES**

- Studies blueprints, specifications, or models of parts to be made to assess size of job and amount of work required
- Monitors the inspection and dismantling of mechanical equipment and machinery and reviews diagnoses of malfunctions and needed repairs
- Prepares cost estimates of labor and materials needed to complete repair jobs
- Plans, assigns, and schedules jobs based on established priorities and the availability of resources
- Orders materials, equipment, and supplies
- Makes staff work assignments and monitors work in progress to ensure efficiency, timeliness, and adherence to safety procedures
- Provides technical assistance on unusual or difficult fabrication jobs
- Inspects finished products for compliance with specifications and quality standards
- Oversees the installation and testing of new and rebuilt parts, mechanical equipment, and machinery to ensure malfunctions have been corrected
- Trains staff in work and safety procedures and evaluates their performance
- Works with other trades at job sites to ensure efficiency of operations
- Approves employee time records
- Maintains work records and prepares project status reports
- Tests new machine tools, including computer numerically controlled (CNC) machine tools, and makes recommendations for possible acquisition

**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 machinist apprenticeship training program and journeyman status, plus two years of journey-level machinist work experience; 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 CONDITIONS**

- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., heavy machinery)

### **EQUIPMENT**

- Standard office equipment (e.g. telephone, printer, photocopier, fax machine, calculator)
- Computer and peripheral equipment (e.g. personal computer, computer terminals, hand-held computer, modems)
- Hand and power tools (e.g., wrench, pliers, die grinders, buffers)
- Standard tools and equipment of the machinist trade (e.g., machine tools, precision instruments, micrometers, dial indicators)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)

### **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 operate applicable hand tools, power tools, and equipment

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

#### **Knowledge**

Considerable knowledge of:

- \*equipment, materials and machine tools specific to the machinist trade
- \*repair, maintenance, and preventative maintenance methods, practices, and procedures applicable to the machinist trade
- \*use of safety equipment and protective gear
- \*applicable safety and code standards specific to the machinist trade, including OSHA standards

Some knowledge of:

- supervisory methods, practices, and procedures
  - programming and electronics used in the operation of computer-controlled tools
- Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Machinist class

#### **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
- \*MATHEMATICS - Use mathematics to solve problems

- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
  - MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
  - \*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 MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
  - EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
  - INSTALLATION - Install equipment, machines, wiring, or programs to meet specifications
  - OPERATION AND CONTROL - Control operations of equipment or systems
  - REPAIRING - Repair machines or systems using the needed tools
  - TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it
- Other skills as required for successful performance in the Machinist class

**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
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Machinist class

**Other Work Requirements**

- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- 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

Other characteristics as required for successful performance in the Machinist class

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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.

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City of Chicago  
Department of Human Resources  
(Valtera Corporation)

Date: August, 2010