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, plied, 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

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
(Valtera Corporation)

Date: August, 2010