



Code: 4304

Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: Building, Custodial, and Operation
Series: Carpentry and Glazing Trades

CLASS TITLE: GENERAL FOREMAN OF CARPENTERS

CHARACTERISTICS OF THE CLASS

Under direction, functions as a second-level supervisor, directing and coordinating the work of foremen of carpenters and their crews engaged in the performance of rough and finished carpentry work, and performs related duties as required

ESSENTIAL DUTIES

- Studies blueprints and project specifications and inspects work sites to assess project size and scope, prepares work orders, and determines resources needed to complete jobs
- Prioritizes, schedules, and assigns work to foremen and their crews based on the extent of work required, urgency, and availability of resources
- Reviews initial and final cost estimates prepared by foremen for completeness and appropriateness
- Authorizes requisitions for materials, tools, and equipment submitted by foremen
- Inspects work performed by carpentry crews to ensure completion according to specifications, work schedules, and established quality standards
- Analyzes complex carpentry projects (e.g., bridge structures) and recommends alternative strategies to complete same
- Reviews project status reports prepared by foremen and reallocates resources to ensure projects are completed in a timely and efficient manner
- Coordinates carpentry work with other trades to ensure orderly and efficient work processes
- Develops and oversees the implementation of work and safety procedures and coordinates staff training on same
- Oversees the preparation of and completes staff performance appraisals and initiates and administers corrective or disciplinary action as required
- Reviews and approves time and attendance records submitted by foremen
- Receives progress reports from foremen
- Prepares project management reports
- Participates in streamlining departmental procedures, creating cost efficiencies, and improving customer service

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 carpentry apprenticeship training program and journeyman status, plus four years of journey-level carpentry experience, of which two years is in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust
- Exposure to hazardous conditions (e.g., construction sites)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Two-way radio

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to climb staircases, ladders, and/or step stools
- Ability to access difficult to enter spaces (e.g., roofs, basements, cramped quarters)

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

Advanced knowledge of:

- *properties and characteristics of materials applicable to the carpentry trade
- *repair, maintenance, and preventative maintenance methods, practices, and procedures applicable to the carpentry trade
- *use of safety equipment and protective gear
- *applicable safety and code standards specific to the carpentry trade, including OSHA standards

Moderate knowledge of:

- *supervisory principles, methods, practices, and procedures

Some knowledge of:

- *surveying and inspecting field operations

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

Other knowledge as required for successful performance in the Foreman of Carpenters class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *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
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *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

Other skills as required for successful performance in the Foreman of Carpenters 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
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Foreman of Carpenters class

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- 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

CLASS TITLE: GENERAL FOREMAN OF CARPENTERS

- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
- **INDEPENDENCE** - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- **ANALYTICAL THINKING** - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Foreman of Carpenters 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: May, 2010