



Code: 4757

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Building Maintenance and Operation

Series: Steamfitter and Plumbing Trades

CLASS TITLE: GENERAL FOREMAN OF PLUMBERS

CHARACTERISTICS OF THE CLASS

Under direction, functions as a second-level supervisor, directing and coordinating the work of foremen of plumbers and their crews engaged in the installation, repair, and maintenance of plumbing systems, including municipal water distribution and sewer systems, and performs related duties as required

ESSENTIAL DUTIES

- Studies blueprints and project specifications, 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 plumbing crews to ensure completion according to specifications, work schedules, and applicable municipal codes
- Troubleshoots complex plumbing projects 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 plumbing 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
- Prepares project management reports
- Participates in streamlining department 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

- A combination of education, training and experience suitable to obtain a plumber's license as issued by either the State of Illinois or the City of Chicago, plus four years of journey-level plumbing work experience, of which two years is in a supervisory role related to the responsibilities of the position.

Licensure, Certification, or Other Qualifications

- A valid plumber's license issued by either the State of Illinois or the City of Chicago is required
- 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, oily or wet environment
- 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)
- Two-way radio

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended periods of time
- Ability to climb staircases, ladders, and/or step stools
- Ability to access difficult to enter spaces (e.g., roofs, basements, tanks, field equipment, cramped quarters)

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

Advanced knowledge of:

- *plumbing principles, theory, methods, and procedures
- *plumbing repair, maintenance, and preventive maintenance methods, practices, and procedures
- *plumbing equipment and properties and characteristics of plumbing materials
- *applicable hand and power tools
- *plumbing safety and code standards, including OSHA standards
- *applicable safety principals, methods, practices, and procedures
- *use of safety equipment and protective gear

Moderate knowledge of:

- *applicable federal, state, and local laws, regulations, and guidelines
- *supervisory principles, methods, practices, and procedures
- *use of sewer system equipment and materials
- *applicable emergency operations

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

Other knowledge as required for successful performance in the Foreman of Plumbers 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
- 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
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *INSTRUCTING - Teach others how to do something
- *EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- *TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

Other skills as required for successful performance in the Foreman of Plumbers 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

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

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 using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Foreman of Plumbers 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

Date: August, 2010