



**Code: 4776**

Family: Construction, Maintenance, and Skilled Labor  
Service: Operation and Construction  
Group: Building and Maintenance Operation  
Series: Steam Fitter and Plumbing Trades

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## **CLASS TITLE: FOREMAN OF STEAMFITTERS**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, supervises journey-level steamfitters engaged in the installation, repair, and maintenance of pipes and pipe systems, and performs related duties as required

### **ESSENTIAL DUTIES**

- Reads documents (e.g., blueprints, specifications, work orders) and inspects work site to assess installation, repair work, and maintenance required, determine equipment and materials needed, and plan work processes
- Prepares cost estimates of labor, materials, equipment, and manpower needed to complete installation and repair jobs
- Plans, assigns, and schedules steam fitting jobs based on established priorities and the availability of resources
- Orders materials, equipment, and supplies and coordinates delivery to work sites
- Supervises work in progress to ensure efficiency, timeliness, and adherence to safety procedures
- Inspects completed jobs for compliance with specifications, established quality standards, and applicable municipal codes
- Assists in performing complex steam fitting jobs
- 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 steam fitting equipment and makes recommendations of 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 steam fitting apprenticeship training program and journeyman status, plus two years of journey-level steam fitting work experience; or an equivalent combination of education, training, and experience

#### **Licensure, Certification, or Other Qualifications**

- Some positions may require certification as a Universal technician as required by 40 CFR part 82 subpart F of the EPA
- A valid State of Illinois driver's license is required

### **WORKING CONDITIONS**

- General office environment

- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust, hazardous chemicals, oily or wet environment
- Exposure to hazardous conditions (e.g., construction sites, heavy machinery)
- Work performed above or below ground level
- Work performed using scaffolds and ladders

### **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)
- Hand tools (e.g., hammer, screwdriver, wrench, pliers)
- Power tools (e.g., electric, pneumatic)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads, self-contained breathing apparatus)
- Measuring tools (e.g., tape measure, ruler, calipers, measuring wheel)
- Standard tools and equipment of the steam fitting trade (e.g., pipe cutters, threaders, welding equipment)
- Ladders
- Two-way radio

### **PHYSICAL REQUIREMENTS**

- Some lifting (up to 25 pounds) is required
- Ability to stand 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 climb staircases, ladders, and/or step stools
- Ability to operate applicable hand tools, power tools, and equipment

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

#### **Knowledge**

Considerable knowledge of:

- \*steam fitting principles, theory, methods, and procedures
- \*steam fitting safety and code standards, including OSHA standards
- \*use of safety equipment and protective gear

Moderate knowledge of:

- \*steam fitting tools and equipment
- \*properties and characteristics of steam fitting materials, including pipe yard materials and supplies
- \*steam fitting repair and maintenance methods, practices, and procedures
- \*applicable emergency operations

Some knowledge of:

- supervisory methods, practices, and procedures
- \*surveying and inspecting field operations
- building material disposal methods, practices, and procedures

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

Other knowledge as required for successful performance in the Steamfitter 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
- 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
- SYSTEMS ANALYSIS - Determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes
- \*EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- \*INSTALLATION - Install equipment, machines, wiring, or programs to meet specifications
- \*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 Steamfitter 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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- 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 Steamfitter class

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- 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 Steamfitter 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  
May, 2015