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

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
May, 2015