



Code: 4857

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Building Custodial and Operation

Series: Structural Trades

CLASS TITLE: GENERAL FOREMAN OF SHEET METAL WORKERS

CHARACTERISTICS OF THE CLASS

Under direction, functions as a second-level supervisor, directing and coordinating the work of foremen of sheet metal workers and their crews engaged in the fabrication, installation, and repair of sheet metal materials and parts, including heating, ventilation, and air conditioning duct systems and gutters, and performs related duties as required

ESSENTIAL DUTIES

- Studies blueprints and project specifications and inspects work sites to assess project size and scope, prepare work orders, and determine resources needed to complete jobs
- Prioritizes, schedules, and assigns work to foremen and their crew based on the extent of work required, urgency, and availability of resources
- Supervises the preparation of initial and final cost estimates and project reports prepared by foremen
- Authorizes requisitions for materials, tools, and equipment submitted by foremen
- Inspects work performed by sheet metal crews to ensure completion according to specifications, work schedules, and established quality standards
- Analyzes complex sheet metal 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 sheet metal 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
- Participates in streamlining departmental procedures, creating cost efficiencies, and improving customer service as required

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 sheet metal apprenticeship training program and journeyman status, plus four years of journey-level sheet metal work experience, of which two years are 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

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust

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

- 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., cramped quarters)
- Ability to tolerate heights while working

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

Considerable knowledge of:

- *equipment, tools, and materials specific to the sheet metal trade
- *work methods and procedures of the sheet metal trade
- *use of safety equipment and protective gear

Moderate knowledge of:

- *supervisory principles, methods, practices, and procedures
- *applicable safety and code standards specific to the sheet metal trade, including OSHA standards

Some knowledge of:

- applicable emergency operations
- applicable computer software packages and applications

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

Other knowledge as required for successful performance in the Foreman of Sheet Metal Workers 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
- *MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work

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- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Foreman of Sheet Metal Workers 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

Other abilities as required for successful performance in the Foreman of Sheet Metal Workers class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- 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 Sheet Metal Workers 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