



Code: 5040

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Electrical and Mechanical

Series: Electrical Construction and Maintenance

CLASS TITLE: FOREMAN OF ELECTRICAL MECHANICS

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises journey-level electrical mechanics engaged in the installation, repair, and maintenance of electrical wiring systems and equipment found in municipal buildings, airports, water purification plants, and substations, and performs related duties as required

ESSENTIAL DUTIES

- Studies blueprints, specifications, and work orders and inspects work sites 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 electrical 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 electrical 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 work equipment and makes recommendations for 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 electrical mechanic apprenticeship training program and journeyman status, plus two years of journey-level electrical mechanic work experience; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Some positions may be required to obtain airfield certification
- Some positions may require a first class FCC license

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., electrical machinery)
- Work performed above or below ground level

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)
- Hand tools (e.g., hammer, screwdriver, wrench, pliers)
- Power tools (e.g., cutting and threading machines)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Testing and monitoring equipment (e.g., ammeters, oscilloscopes)

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 50 pounds) is required
- Ability to stand and walk 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 move one's hands and arms to grasp or manipulate objects
- 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:

- *principles, work methods and techniques of the electrical trade
- *repair, maintenance, and preventative maintenance methods, practices, and procedures applicable to the electrical trade
- *applicable safety and code standards specific to the electrical trade (e.g., National Electrical Code, OSHA standards)
- *use of safety equipment and protective gear
- *applicable safety principles, methods, practices and procedures
- *municipal building, airport, water purification plant, and substation mechanical and electrical systems

Moderate knowledge of:

- *applicable test instruments and hand and power tools
- *equipment and materials specific to the electrical trade
- *electrical regulations and requirements found in the City of Chicago's building code

Some knowledge of:

- supervisory principles, methods, practices, and procedures

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

Other knowledge as required for successful performance in the Electrical Mechanic 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
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- *EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- *INSTALLATION - Install equipment, machines, wiring, or programs to meet specifications
- *OPERATION AND CONTROL - Control operations of equipment or systems
- *OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly
- *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 Electrical Mechanic 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
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- 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 Electrical Mechanic 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

CLASS TITLE: FOREMAN OF ELECTRICAL MECHANICS

- 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 Electrical Mechanic 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