



Code: 4838

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Building Maintenance and Operation

Series: Structural Trades

CLASS TITLE: GENERAL FOREMAN OF BRIDGE AND STRUCTURAL IRON WORKERS

CHARACTERISTICS OF THE CLASS

Under direction, functions as a second-level supervisor, directing and coordinating the work of Foremen of Bridge and Structural Iron Workers and their crews engaged in the installation, repair, and maintenance of structural elements and framework on City bridges, viaducts, buildings, and other steel structures, and performs related duties as required

ESSENTIAL DUTIES

- Studies blueprints and project specifications and 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 structural ironwork crews to ensure completion according to specifications, work schedules, and applicable municipal codes
- Analyzes complex structural ironwork 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 structural ironwork projects 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 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 structural ironwork apprenticeship training program and journeyman status, plus four years of journey-level structural ironwork experience, of which two years is in a supervisory role related to the

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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
- Exposure to hazardous conditions (e.g., construction sites, heavy 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)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Measuring tools (e.g., tape measure, ruler, calipers, measuring wheel)
- Standard tools and equipment used in structural ironwork (e.g., drills, pneumatic riveters, welding equipment)
- Ladders
- 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., roofs, basements, tanks, field equipment, cramped quarters)
- Ability to tolerate heights while working

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

Advanced knowledge of:

- *applicable hand and power tools, equipment, and materials specific to the structural ironwork trade
- *use of safety equipment and protective gear
- *applicable safety and code standards specific to the structural ironwork trade, including OSHA standards

Considerable knowledge of:

- *bridge and structural iron repair, maintenance, and preventative maintenance methods, practices, and procedures
- applicable emergency operations

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Moderate knowledge of:

- *supervisory 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 Foreman of Bridge and Structural Iron Workers class

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking 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 PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job

Other skills as required for successful performance in the Foreman of Bridge and Structural Iron 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
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- RECOGNIZE SPACIAL ORIENTATION - Know one's location in relation to the environment or to know where other objects are in relation to one's self

Other abilities as required for successful performance in the Foreman of Bridge and Structural Iron 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
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

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- 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 Bridge and Structural Iron 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: June, 2010