



Code: 4804

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Building Maintenance and Operation

Series: Structural Trades

CLASS TITLE: FOREMAN OF ARCHITECTURAL IRON WORKERS

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises journey-level Architectural Iron Workers engaged in the installation, repair, and maintenance of ornamental ironwork in municipal buildings, 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 architectural ironwork jobs based on established priorities and the availability of resources
- Orders materials, equipment, and supplies and coordinates their delivery to work sites
- Supervises work in progress to ensure efficiency, timeliness, and adherence to safety procedures
- Inspects completed jobs for compliance with specifications and established quality standards
- Assists in performing complex architectural ironwork 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 architectural ironwork equipment and makes recommendations for possible acquisition 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 architectural ironwork apprenticeship training program and journeyman status, plus two years of journey-level architectural ironwork 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

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

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- Exposure to loud noise, fumes or dust
- Exposure to hazardous conditions (e.g., construction sites, heavy machinery)

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)
- Safety devices or equipment (e.g., cones, barricades, metal plates, scaffolding, ropes)
- Standard tools and equipment used in architectural ironwork (e.g., rivet guns, burning and welding torches, drills)
- Measuring tools (e.g., tape measure, ruler, calipers, measuring wheel)
- Ladders
- Two-way radio

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 50 pounds) is required
- Ability to walk and 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**

Moderate knowledge of:

- *equipment, tools, and materials specific to the architectural iron worker trade
- *repair and maintenance procedures applicable to architectural iron worker trade
- *applicable safety and code standards specific to the architectural iron worker trade, including OSHA standards
- *use of safety equipment and protective gear

Some 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 Architectural Iron Worker 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

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- 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
- Other skills as required for successful performance in the Architectural Iron Worker 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

Other abilities as required for successful performance in the Architectural Iron Worker class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- 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
- 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
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Architectural Iron Worker 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)
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