



Code: 4856

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Building Custodial and Operation

Series: Structural Trades

CLASS TITLE: FOREMAN OF SHEET METAL WORKERS

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises journey-level sheet metal workers engaged in the fabrication, installation, and repair 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, 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 sheet metal jobs based on established priorities and the availability of resources
- Oversees the fabrication, installation and repair of heating, ventilation and air-conditioning systems in city facilities
- Orders materials, equipment, and supplies and coordinates delivery to work sites
- Supervises work in progress to ensure efficiency, timeliness, and adherence to safety procedures ; coordinates work with other trades at job sites for efficiency of operations
- Inspects completed jobs for compliance with specifications and established quality standards
- Assists staff in troubleshooting and works on complex sheet metal jobs
- Implements and enforces safety work procedures to minimize employee accidents and to promote a safe work environment
- Supervises staff assigned to fleet service garages and engaged in fabricating sheet metal products/parts for vehicles; oversees installation, repair, modification and replacement of automotive body parts
- Monitors employee time records and approves time off requests; conducts performance evaluations; and initiates and enforces disciplinary actions as required
- Maintains work records and prepares project status reports

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 two years of journey-level sheet metal 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
- Exposure to loud noise, fumes or dust
- Exposure to hazardous conditions (e.g., construction sites, heavy machinery)
- 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, 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)
- Measuring tools (e.g., tape measure, ruler, calipers, measuring wheel, micrometer)
- Standard tools and equipment of the sheet metal trade (e.g., grinders, punch and drill presses, soldering and welding equipment)

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 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 climb staircases, ladders, and/or step stools
- Ability to operate applicable hand tools, power tools, and equipment
- Ability to tolerate heights while working

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

Moderate knowledge of:

- *equipment, tools, and materials specific to the sheet metal trade
- * work methods and procedures of the sheet metal trade
- *applicable safety and code standards specific to the sheet metal trade, including OSHA standards
- *use of safety equipment and protective gear
- supervisory principles, methods, practices, and procedures

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

Other knowledge as required for successful performance in the Sheet Metal Worker skilled trade

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

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- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
 - 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 Sheet Metal Worker skilled trade

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 Sheet Metal Worker skilled trade

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
- 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 Sheet Metal 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

Date: December, 2012