



**Code: 6680**  
Family: Construction, Maintenance, and Skilled Labor  
Service: Operation and Construction  
Group: Industrial Trades  
Series: Metal Working Trades

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## **CLASS TITLE: GENERAL FOREMAN OF MACHINISTS**

### **CHARACTERISTICS OF THE CLASS**

Under direction, functions as a second-level supervisor, directing and coordinating the work of Foremen of Machinists and their crews engaged in the manufacturing, repair, and rebuilding of precision metal parts for the maintenance of mechanical equipment and machinery, and performs related duties as required

### **ESSENTIAL DUTIES**

- Studies blueprints and specifications and inspects work sites to assess size and scope of jobs, prepare work orders, and determine 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 for repair jobs prepared by foremen for completeness and appropriateness
- Authorizes requisitions for materials, tools, and equipment submitted by foremen
- Inspects work performed to ensure completion according to specifications, work schedules, and quality standards
- Troubleshoots the fabrication of complex and non-routine parts or items of equipment
- Directs the installation of new and rebuilt parts to repair mechanical equipment and machinery and monitors their testing to ensure malfunctions have been corrected
- Coordinates machinist 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
- Prepares project management reports
- Participates in streamlining departmental procedures, creating cost efficiencies, and improving customer service

**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 machinist apprenticeship training program and journeyman status, plus four years of journey-level machinist work experience, of which two years is 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

- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

**WORKING CONDITIONS**

- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., 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)
- Hand and power tools (e.g., wrench, pliers, die grinders, buffers)
- Standard tools and equipment of the machinist trade (e.g., machine tools, precision instruments micrometers, dial indicators)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)

**PHYSICAL REQUIREMENTS**

- Ability to stand and walk for extended periods of time

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

Advanced knowledge of:

- \*equipment, materials, and machine tools specific to the machinist trade
- \*repair, maintenance, and preventative maintenance methods, practices, and procedures applicable to the machinist trade
- \*use of safety equipment and protective gear
- \*applicable safety and code standards specific to the machinist trade, including OSHA standards

Moderate knowledge of:

- \*supervisory methods, practices, and procedures
- \*programming and electronics used in the operation of computer-controlled tools

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

Other knowledge as required for successful performance in the Foreman of Machinists 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
- \*MATHEMATICS - Use mathematics to solve 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
  - MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
  - \*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
  - \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
  - \*TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it
- Other skills as required for successful performance in the Foreman of Machinists 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

Other abilities as required for successful performance in the Foreman of Machinists 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
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- 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 Machinists class

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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.

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City of Chicago  
Department of Human Resources  
(Valtera Corporation)

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