

Millwright/Machinist Foreman

DEFINITION

This is advanced foreman level work in mechanical fabrication and maintenance.

Work of this class involves planning, scheduling and supervising the duties of journeymen Millwrights and Machinists, journeymen of related trades, apprentices and labourers engaged in the installation, fabrication, repair and maintenance of various types of equipment and machinery. The incumbent may also perform certain journeyman level work in addition to inspecting subordinates' work, estimating and allocating job times and material costs, requisitioning supplies, researching equipment availability and other foremanship duties. Within established policies and safety standards, the incumbent exercises considerable independence in managing employees and in choosing exact procedures to be used. Duties may be assigned by a supervisor through discussions and planning sessions or by direct departmental work orders; evaluation occurs through mechanical inspections, cost reviews, surveys of equipment serviceability and feedback on the efficiency and quality of work performed.

TYPICAL DUTIES*

Plans, schedules, supervises and may participate in the work of journeymen Millwrights and Machinists, journeymen of related trades, apprentices and labourers engaged in the installation, fabrication, repair and maintenance of various types of equipment and machinery.

Estimates job times, labour costs and material costs for various projects.

Researches the availability of mechanical equipment and spare parts, along with viable alternatives for these items.

Maintains an inventory of tools, materials and parts; requisitions replacement supplies.

Inspects work in progress and upon completion for adherence to assigned specifications and departmental safety standards.

Performs administrative duties such as preparing time sheets and work progress reports, authorizing overtime and recommending subordinates for disciplinary action. Also assists with annual budget preparation.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the standard methods, materials and equipment used in the Millwright, Machinist and related trades.

Extensive knowledge of the occupational hazards and safety precautions applicable to the work.

Ability to plan, assign, and supervise the work of subordinates.

Ability to express ideas effectively orally and in writing, and to interpret plans, blueprints and various specifications.

Ability to estimate labour and material costs, to maintain records, and to prepare reports.

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Ability to maintain effective working relationships as necessitated by work assignments.

Skill in the use and care of tools and equipment applicable to the work, including mechanical analysis equipment.

TRAINING AND EXPERIENCE REQUIREMENTS**Job Level**

Certified Alberta Journeyman in the trade of Millwright, Machinist or a related field. Five years' progressively responsible experience at the Journeyman level, with demonstrated supervisory ability. Completion of Levels I, II and III Foremanship Training or an equivalent recognized by the City of Edmonton; Level IV Foremanship Training must be successfully completed upon appointment. Possession of a Class 5 Alberta Motor Vehicle Operator's License.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0106			
Last Updated:	1991-07			
Previous Updates:				
Originated:	1980-12			