

Welder Foreman

DEFINITION

This is advanced foreman level work in welding and machining, fabrication and maintenance.

Work of this class involves scheduling, coordinating and supervising the duties of journeyman welders, machinists and journeyman of related trades, various apprentices and semi-skilled assistants involved in installation, fabrication, repair and maintenance of various equipment, machinery and assorted attachments. An incumbent may also perform some journeyman level work in addition to inspection of subordinates' work, estimating and allocating job times and costs, requisitioning supplies, maintaining records, preparing reports, etc. Incumbents are responsible for exercising independence in determining priorities in keeping with established policy, safety standards, and work commitments and providing technical assistance to subordinates. Work assignments are received from a supervisor through daily written instructions, oral discussion and planning sessions, or may take the form of direct departmental work requests. Work is evaluated through consultations inspection, cost reviews and feedback on efficiency and quality of work performed.

TYPICAL DUTIES*

Plans, coordinates, schedules, supervises and occasionally participates in the work of journeyman welders, machinists, journeyman of related trades and semi-skilled personnel working on installation, fabrication, repairs and maintenance of various equipment and machinery.

Inspects work in progress and upon completion for adherence to specifications, quality, trade standards and observance of safety practices and for adherence to work plan and schedule.

Coordinates carry-over work between shifts.

Previews jobs by inspecting various equipment and machinery to determine extent of work; estimates job times and labour and material costs of projects.

Takes inventory of tools, materials and parts; requisitions supplies; maintains records.

Makes initial recommendations for discipline of subordinates.

Prepares employee time sheets; authorizes union overtime work; prepares regular work progress reports; assists in budget preparation.

Communicates with workers, customers, suppliers and supervisors on relevant aspects of work.

Performs other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of standard methods, materials, tools and equipment of the welder, machinist, blacksmith and related trades.

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

Knowledge of supervisory foreman practices and principles and ability to effectively plan, assign and supervise the work of subordinates.

Ability to understand and execute oral and written instructions and to interpret plans, blueprints and various specifications.

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

Skill in the use and care of tools and equipment applicable to the work.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Certified Alberta Journeyman in the trade of Welder. Five years of progressively responsible experience at the journeyman level in maintenance welding, and demonstrated supervisory ability. Completion of Levels I, II and III Foremanship Training or the equivalents recognized by the City of Edmonton; incumbents must successfully complete Level IV Foremanship Training 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	0151			
Last Updated:	1991-08 (qualifications updated)			
Previous Updates:	1989-07			
Originated:	1980-12			