

Code No.	1765
Occ. Area	14
Work Area	023
Prob. Period	6 mo.
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Last Action	Rev.

CRAFTS AND TRADES GENERAL FOREMAN

ⁱPromotional Line: 31, 35, 36, 67, 104

FUNCTION OF JOB

Employees at this level are responsible for the general supervision of the work of subordinate crafts and trades workers and other assigned personnel. They work under the direction of a supervisor who has been assigned overall responsibility for crafts and trades work.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

A general foreman typically:

1. plans, coordinates, assigns, directs and/or supervises the work of subordinates within their assigned craft/trade, classification series, and other assigned personnel (extra help, outside vendors and contractors, etc.) through intermediate supervisors;
2. performs administrative duties such as advising and assisting superintendents in the development of budgets, project management planning, and various HR functions (selection/hiring of employees, disciplining personnel, etc.);
3. maintains records of work in progress and work completed; inspects progress of projects to ensure that work is developing according to agreed-upon schedules and/or institutional standards and conforms with any/all applicable plans, specifications, codes, and or occupational standards;
4. develops reports regarding purchases, deliveries, maintenance, and expenditures;
5. issues requisitions, work orders and prepares cost estimates as requested;
6. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY

CREDENTIALS TO BE VERIFIED:

1. high school graduation or equivalent;
2. journey-level experience, with a minimum of nine (9) years of actual work in the trade, which may have included apprenticeship and/or applicable vocational training, two (2) of which must have been in a supervisory capacity;

3. as required by position to be filled, current license/certification consistent with vehicles, machinery and equipment that is routinely used in the general occupational area.ⁱⁱ

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
2. Knowledge of relevant equipment, policies, procedures, regulations and strategies to promote health and safety practices for the protection of people, data, property, and institutions.
3. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
4. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
5. Skill in time and resource management.
6. Skill in personnel resources management through motivating, developing, and directing subordinates as they work, identifying the best skillsets for completion of the job.
7. Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
9. Ability to add, subtract, multiply, or divide quickly and correctly.
10. Ability to operate personal computer with a general understanding of application software, and an understanding of the Internet.

ⁱ See the Promotional Line List for a complete listing of the classes in this/these promotional line(s).

ⁱⁱ Dependent upon institutional need, incumbents may be required to obtain job-related certification or license, such as a valid Illinois Department of Public Health Lead Abatement Worker License. Consistent with the Americans with Disabilities Act, accommodations may be afforded to applicants/employees.