



Instrument Foreman

DEFINITION

This is foreman level work involving planning, organizing, and supervising the day-to-day work of staff engaged in the standardization, calibration, repair and maintenance of instrumentation and test equipment; and the modification design and manufacture of specialized equipment. Performs other related duties as required.

TYPE OF WORK

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Unskilled | <input type="checkbox"/> Journeyman |
| <input type="checkbox"/> Semi-skilled | <input checked="" type="checkbox"/> Above Journeyman |
| <input type="checkbox"/> Skilled | |

TYPICAL DUTIES *

In accordance with departmental, manufacturers and safety standards:

Plans, organizes, assigns, and supervises the day to day work of journeymen engaged in the calibration, repair and maintenance of electrical, electronic and mechanical devices such as recording megawatt meters, thermal converters, digital meters, oscilloscopes, multimeters, clip on volt/amp meters, recording volt meters, maximeters, recording ammeters, wattbar meters, voltage and polarity meters, high voltage detectors, D.C. highpots, and phase sequence indicators.

Supervises and directs crews engaged in calibration, repair and maintenance of electrical, electronic and pneumatic-devices such as supervisory equipment, temperature controllers; boiler controls, excitation systems, cooling systems, frequency recorders, scanning devices, flow, temperature and speed transducers, indicating devices, etc.

Issues and collects daily work orders from work force and follows through to ensure that work has been completed according to proper standards. The scheduling of priorities and the arranging for material requirements of his crews to meet assigned objectives.

The analysis and approval of reports from electricians such as maintenance progress sheets, renovation and construction reports, electrical inspectors reports, gang sheets, sickness and accident reports.

Responsible for instrumentation estimates, layout diagrams, and the making of recommendations prior to tendering of proposed facilities. Determines and initiates requests for warranty service after department takeover of new facilities.

The assessment of all trouble and maintenance calls and assigning of the appropriate personnel for repair.



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The on-the-job coordination of the work of his crews with other departmental crews and contractors working for the departments, as assigned.

The assisting in training and evaluating of section staff.

Conducts safety sessions with departmental staff, and may represent the section in Safety Committee meetings.

Responsible for the safe and efficient operation of vehicles and equipment assigned to his crews.

The revision of plans and drawings and the gathering of technical data for the management group.

The maintaining of good public relations by explaining departmental regulations and policies pertaining to the City Bylaws and procedures followed in construction, maintenance and repair of electrical equipment.

Performs other related duties as required.

SUPERVISORY/LEADHAND RESPONSIBILITIES

Normally responsible for approximately ten to twenty (10-20) employees.

ENVIRONMENTAL AND WORKING CONDITIONS

Working conditions vary from office conditions to extremes in weather while working outside.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of Grade 12, or an equivalent combination of training and experience

Possession of a Master Instrument Mechanic Certificate

Minimum of 4 years related journeyman experience

Knowledge of all tools used in the trade, and ability to read sketches and blueprints, as well as proven supervisory ability.



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Enrollment in and/or completion of foremanship, supervisory training program recognized by the City.

Possession of a valid 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	62M	62D
Job Code	1231	
Grade	037	
Last Updated:	2003	
Previous Updates:		
Originated:	1980	