

Plumbing and Heating Foreman

DEFINITION

This is advanced foreman level work involving the supervision of journeyman Level work being performed in the plumbing, gasfitting and steamfitting trades, and the maintenance and repair on various heating and cooling Systems.

An employee of this class supervises and co-ordinates the activities of Tradesmen engaged in the maintenance, repair and alteration of water supply systems, sanitary and drainage systems, heating and cooling systems, etc. An incumbent may also perform some journeyman level work in addition to inspection of work and equipment, estimating costs, requisitioning supplies, keeping records, preparing reports, etc. Technical assistance, oral and written instructions, preventive maintenance schedules, plans and specifications are received from a supervisor who evaluates performance through consultations, inspections, cost reviews and feedback from field personnel; requests for emergency services are received directly from field personnel.

TYPICAL DUTIES*

Plans, schedules, assigns and supervises the work of subordinates performing in the plumbing, gasfitting and steamfitting trades and maintenance and repair on various heating and cooling systems on municipal buildings and facilities.

May inspect work in progress and upon completion for adherence to provincial codes, City bylaws and standard trade practices; may oversee contract work for adherence to specifications and observance of safety practices.

May conduct inspections of existing plumbing and heating systems to determine maintenance or repair needs, makes recommendations for renovations and new installations; estimates cost of proposed projects by preparing list of material and labour requirements.

Takes inventory of tools, materials, and equipment; requisitions supplies.

Prepares employee time sheets; maintains cost records; writes monthly and annual reports; assists in budget preparation.

Performs other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the regulations and practices in the plumbing, heating or steam engineering areas.

Considerable knowledge of the occupational hazards and safety precautions of the trade.

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

Ability to communicate effectively with superiors and subordinates and to understand and execute oral and written instructions and to interpret plans and specifications.

Ability to maintain time and material records and to prepare reports and cost estimates.

Skill in the use of the tools and equipment of the trade.

TRAINING AND EXPERIENCE REQUIREMENTS**Job Level**

Certified Alberta Journeyman in the trade of Plumber/Gasfitter. Five years of progressively responsible experience at the journeyman level in the maintenance of plumbing, heating and related systems, including demonstrated supervisory ability. Completion of Levels I, II and III Foremanship Training or their 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	0085			
Last Updated:	1991-08 (qualifications updated)			
Previous Updates:	1982-11 (qualifications updated), 1979-01			
Originated:	1976-08			