



Fab Tech Foreperson

DEFINITION

This is advanced foreperson level supervisory and skilled work in welding and machining, fabrication and maintenance.

Work of this class involves responsibility for the day to day scheduling, coordinating and supervising the work of skilled personnel engaged in the installation, fabrication, repair and maintenance of various equipment, machinery and assorted attachments. Employees may perform some journeyman level work; inspect the work of subordinates while in progress to determine that proper techniques and methods are utilized; estimating and allocating job times and costs, requisitioning supplies, maintaining records and preparing reports. Work assignments are received in the form of specific instructions from a superior or as service requests from other departmental and operating personnel. Work is evaluated for adherence to maintenance standards, operating cost efficiencies and quality of work performed.

TYPICAL DUTIES *

Assists in the interview and selection process, monitors and evaluates job performance, provide employee feedback and initiate coaching/mentoring opportunities, provide memos of expectation and input related to formal discipline.

Provide "on the floor" leadership including development, implementation and management of employee shift schedules including overtime approvals, vacation scheduling, carry-over work between shifts; implementation of safety initiatives, safe work practices and City policies and procedures.

Accountable for cost management of facility operations through effective material and labour budget utilization.

Plans, coordinates, schedules, supervises, and occasionally participates in the work of journeyman welders, machinists, journeymen 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.

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

Maintains job work orders; keeps records of labour, materials, parts, supplies and other records necessary in the repair and maintenance process; prioritizing emergent situations; controls the release of serviced and repaired vehicles.

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

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

Performs other related duties as required.



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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 foreperson 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 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.

The ability to develop, maintain and support collaborative and cooperative working relationships.

Demonstrate a standard of performance that is guided by ethics, organizational values, integrity and respect for others.

Maintains awareness of current policies and procedures which affect the organization, department, branch and section.

Builds and strengthens partnerships with internal and external contacts to improve service delivery.

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 Level I Forepersonship Training or the equivalent recognized by the City of Edmonton; incumbents must successfully complete Leading People for Results within 3 years of 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.*

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| Salary Plan | <u>10M</u> | 10A | <u>10B</u> | <u>10C</u> |
| Job Code | 2215 | | | |
| Grade | 080 | | | |
| Originated: | 2011-01 | | | |
| Previous Updates: | | | | |
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