



JOB TITLE: E-3 PROJECT FOREMAN

SCOPE OF WORK:

Work will consist of installation, alterations, additions and/or repairs of electrical systems, conductors and associated materials and equipment within the electrical construction industry.

RESPONSIBILITIES:

Is responsible for all the field employees on their project. He/she would layout the work for the lead electrician and be responsible (with the project supervisor) for having the material, tools/equipment, information, and employee requirements on the jobsite in the proper place in a timely fashion (Assist with schedule/2 week look ahead). Take care of correspondence and forms required by the office, i.e., daily reports, time tickets, safety reports, accident reports, etc. He/she would monitor the work being done, direct and work with the crew and have the work scheduled according to the pace of the job and other trades. This classification applies only to large projects. The Project Foreman effectively utilizes management skills in directing supervision of electricians and crew along with coordinating crew activities within the scope of his/her duties. Must be able to take disciplinary action towards employees, written and or verbal.

1. Provides onsite direction and leadership for workers (up to 20 employees) to complete jobs within specific guidelines that include quality standards, time requirements and budget considerations.
2. Managing a team, evaluating employees' progress, training new team members, attending meetings, identifying conflicts, and resolving problems are all personnel responsibilities that an electrical foreman may have. Other work responsibilities often include organizing and planning a construction project, directing work, inspecting installations for quality, making sure code standards are met, and ensuring job safety.
3. Responsible for meeting ALL scheduling and productivity goals of the project.
4. Conduct and report weekly safety tailgate meeting with crew.
5. Complete any other duties assigned by your Supervisor.

POSITION REQUIREMENTS:

LICENSES: - Current Driver's License and have own transportation, (most job sites are not always served by public transportation)



EDUCATION: High School Graduate, holder of G.E.D., or equivalent training.

EXPERIENCE: Has a minimum of 6 years or more of previous electrical experience that includes a 4 year Apprentice graduate or equal career experience. (individually assessed on skill and workmanship)

WORKING CONDITIONS:

1. Job requires working in all elements, depending on job location, time of year, heat, cold, rain, and snow.
2. Must be able to utilize construction site sanitary facilities (Porta-Johns).
3. Job requires employee to have required personal tools with them at all times (waist tool belt as worn weighs approximately 30 lbs.).
4. Work from all type ladders (step ladders up to 14', "A" frame ladders and all size extension ladders and carry and relocate up to 12' step ladder by one's self.
5. Employee's personal weight and personal tools cannot exceed weight limit of ladder (Class 1 - 250 lbs., Class 1A - 300 lbs.).
6. Perform work at various heights, up to 125' from ladders, scaffolds, aerial lifts, cat walks or other safe work areas.
7. Work in restricted areas (switchgear room, manholes, utility tunnels, crawl spaces, and attics).
8. Wear personal protective equipment (hard hat, safety glasses at all times), respirator when required.
9. Repetitive use of arms, hands and fingers.
10. Able to work 8 hours per day, 40 hours per week, and overtime as required and night shifts.

SKILLS:

1. Positively identify colors of wires.
2. Reading and drawing prints and schematics.



3. Bend conduit by hand with hand benders.
4. Must use all power tools, saws, threaders, wire tuggers, hydraulic benders, and knockout punches.
5. Capable of digging trenches, either by use of hand tools or power equipment.
6. Operate equipment, trenchers, back hoe, lift trucks in a safe manner.
7. Practices and comprehends safe work procedures as outlined in Company Safety Policy Handbook, Haz-Com Policy, and Lockout/Tagout Policy.
8. Operates two (2) handed tools/equipment, cable cutters, hammer drills, compression tools, jack hammers.
9. Operate company trucks with manual and automatic transmission.
10. Read and interprets maps, instructional manuals, specifications, work site directions, blue prints and written instructions.
11. Operate and work from mechanical personnel lifts (electric or gas powered).
12. Work energized circuits and equipment with company management approval as outlined in Safety Policy.
13. Supervise assigned job site employees to complete project.

PHYSICAL FUNCTION:

1. Must be able to bend, stoop, squat, crawl, climb, kneel, balance, push, pull and reach over head.
2. Lift 51 pounds.
3. Constantly moving on your feet.
4. Climb ladders (all types).



5. Completing overhead work for full day assignments.
6. Must be able to make transition from employee parking area or street into construction work areas and to gain access to all levels of the building, even if the only means of access is by O.S.H.A. approved site construction ladder or stairs still under construction but acceptable for use.
7. Possess good vision (normal or corrected).
8. Responsible for securing tools and materials from storage areas to complete their assigned tasks.

WORKING CONDITIONS: All elements inside and outside

POSITION FROM WHICH AN EMPLOYEE COULD BE PROMOTED INTO THIS POSITION: - E-2 Lead Electrician

PROMOTIONAL OBJECTIVES: Field Superintendent, Assistant Project Manager or Estimator