



Electrical Foremen

Summary

The Electrical Foremen is responsible to provide supervision and coordination of workers (both skilled and unskilled) engaged in various types of construction projects. The goals of this position include scheduling work to meet deadlines in a safe manner, per the plans and specifications, and to meet estimated cost. This position is required to maintain a good working relationship with customers, vendors, subcontractors, etc.

Primary Responsibilities

- Review contract documents, submittals, shop drawings, and schematics to determine the nature and scope of the work, the materials to be utilized, and manpower requirements (by craft) for each construction phase.
- Execute work plans for major components of work and monitor adherence to work plans.
- Execute established procedures for ordering materials, supplies, and small tools. Ensure timely requisition is made for needed materials and equipment.
- Monitor daily labor costs and production rates for accuracy and conformance with established budgets.
- Encourage craftsmen to develop innovative methods for increasing efficiency, productivity, and profitability in their particular operation and to provide feedback and coaching on how the work is progressing.
- Responsible for various hand tools and the proper storage of all equipment at the end of each day.
- Complete quarterly safety inspections.
- Ability to manage crew into an effectively coordinated working unit, promoting a motivating atmosphere.
- Work with general contractors/subcontractors to ensure compliance with plan, specifications, and schedules.
- Conduct Safety Meetings with employees to instruct them on topics for accident prevention.
- Enforce all safety regulations and company policies and is constantly alert to all safety conditions.
- Investigate alternative work methods and materials to improve efficiency and work quality; works to resolve issues.
- Ensure that equipment is being used for its intended purpose in the correct manner.
- Demonstrates ability to complete basic paperwork (i.e., foreman logs, performance evaluations, purchase order logs, weekly timesheets, etc.) in a timely manner.
- Other duties as required.

Qualifications

- High School Diploma.
- Journeyman Trade Certification in a related Construction trade.
- A proven track record of delivering safe projects on schedule and within budget
- Excellent organizational skills and attention to detail with the ability to perform a variety of tasks under multiple deadlines in a fast-paced environment.
- Demonstrated leadership skills.
- Strong communication and interpersonal skills.
- Proficient in MS Office Suite.
- Excellent knowledge of the National Electrical Code and local codes.
- Preferred certifications: OSHA 30, CPR First Aid
- Must pass criminal background check and drug test.
- Valid driver license and clean driving record.

Skills Required

An electrical foreman must have a high mechanical aptitude and be good with their hands. They must be able to follow and give direction, as most jobs begin with a blueprint that details where electrical devices need to be installed. Also, would need to know where to look for issues and be a capable problem solver. Should be organized, analytical and provide the necessary strength and stamina for a job that involves occasional heavy lifting and flexibility.

Physical Job Description

Job Title:	Electrical Foremen
Typical Working Conditions: (Describe environment including exposure to heat, cold, fumes, chemicals, allergens, mold, etc.)	Electricians' work is often strenuous. They may stand for extended periods and frequently work on ladders and scaffolds. Their working environment varies, depending on the type of job. Some may work in dusty, dirty, hot, or wet conditions, or in confined areas, ditches, or other uncomfortable places. Electricians risk injury from electrical shock, falls, and cuts; to avoid injuries, they must follow strict safety procedures. Some electricians may have to travel to jobsites, which may be up to 75 miles away.
Equipment Used: (List all manual and automated equipment used in the course of performing essential functions.)	Electricians use hand tools such as screwdrivers, pliers, knives, and saws. They also use power tools such as band saws, sawzalls and drills and testing equipment such as voltmeters, ammeters, and ohmmeters.
Essential Physical Tasks: (List all physical tasks encountered in performing	Identifying and separating wires by color. Digging trenches and working in trenches. Breaking concrete with jackhammer or other tools. Assisting in the moving, positioning and fastening of heavy electrical equipment. Lifting, positioning, and fastening objects such as light fixtures, wire, conduit, junction boxes, motors, and other equipment. Carrying material and tools from location to location or floor to floor. Working from A-Frames, extension ladders and scaffolds at various heights. Crawling under floors and working in attics where space is limited. Working under hot and cold weather conditions, indoors and outdoors. Lifting and working with tools and equipment above head. Able to regularly lift 50 pounds. Push/pull objects is required.