



## Job Description

<b>Job Title:</b> Electrical Foreman	<b>Last Updated:</b> 8/01/16
<b>Department:</b> Electrical	<b>Direct Reports To:</b> Operations Manager
<b>Status:</b> Non-Exempt	

### Job Summary:

Responsible for the management of manpower and company resources to complete electrical installation projects consisting of electrical equipment, components, or systems for industrial use.

### Essential Duties/ Responsibilities:

- Able to follow Industrial Technology Services policies & procedures and lead by example
- Develop schedules and create parts lists to complete various electrical scopes of work
- Diligent in ensuring a zero accident philosophy is incorporated into all aspects of construction operations
- Capturing crew safety concerns while conducting the weekly safety meeting
- Confirm that all tools, equipment, and parts used in the execution of the work are readily available and in good repair
- Actively track out of scope work
- Address problems with manpower, safety, materials or customers with project manager
- Effectively communicate with customers, coworkers and management
- Ensure all jobsite requirements and responsibilities are met
- Provide trade specific training and mentoring to staff as required
- Review job plans
- Ensure all material is ordered and onsite to avoid delays and inefficiencies

### Job Qualifications:

- Must have a minimum of 5 years' experience with electrical work in an Industrial environment.
- Must be able to read and interpret Electrical prints
- 5 years' experience in a journeyman position as an industrial electrician
- 2 years' experience in a foreman position as an industrial electrician
- Must be proficient in bending and installing up to 4" RMC Conduit
- Must be thoroughly adept at understanding and implementing the National Electrical Code requirements

### Physical Requirements of Position:

- This position is required to do extensive walking through factory environment production areas.
- Required to lift and carry up to 20 lbs, sit, bend, and stoop and use fine motor skills.
- Must be able to communicate verbally and in writing with others.
- Must be able to Travel on occasion. Must be able to occasionally travel out of state.