

Foreman - Electrical Trades

Purpose

The job of Foreman - Electrical Trades is done for the purpose/s of providing electrical services with specific responsibility for guiding assigned workers; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; identifying repair and/or replacement needs; monitoring, programming, and maintaining electrical systems; providing information on the operation of electrical systems; and supporting other skilled trades in completing work assignments.

This job is distinguished from similar jobs by the following characteristics: specific education requirements (see Education on page 3) include formal programs of study (i.e. apprenticeship programs, etc.) which are equivalent to a Community College degree or Vocational School degree or certificate. **This job reports to Supervisor - Mechanical Trades.**

Essential Functions

- Analyzes documents and materials for existing and proposed electrical systems (e.g. blue prints, schematics, and drawings, etc.) for the purpose of identifying location of new and existing electrical systems and determining the efficient installation of additional systems.
- Collaborates with a variety of internal and external stakeholders (e.g. Supervisor-Mechanical Trades, other department and district personnel, outside agencies and organizations, etc.) for the purpose of assisting with the coordination of day to day maintenance activities and ensuring the proper and efficient maintenance and repair of district electrical systems.
- Coordinates with supervisor and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses cause of problems and/or failures in electrical systems and/or related equipment for the purpose of identifying equipment and/or systems repair and replacement needs.
- Estimates and procures materials and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Implements the execution of routine and preventive maintenance programs (e.g. systems for collection of work projects; prioritization, planning, and scheduling of work projects; adjusting work schedules in response to changing priorities; and documenting and communicating information, etc.) for the purpose of maximizing customer service and efficient and effective operations.
- Inspects completed work (e.g. electrical/electronic systems and components, etc.) for the purpose of ensuring high quality work is performed in compliance with applicable building codes and regulations and identifying preventive maintenance requirements.
- Installs electrical systems and/or components (e.g. lighting, alarms, electrical panels, etc.) for the purpose of complying with building codes, meeting accessibility/functionality requirements of students, staff, and the public, and ensuring that items are available and in safe working condition.
- Maintains a variety of files and records (e.g. time sheets, inventory, work orders, labor/material estimates, equipment repair manuals, etc.) for the purpose of providing an up to date reference and tracking expenditures.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability and safe operating condition.
- Operates computerized electrical/electronic systems for the purpose of setting up systems (e.g. time schedules, settings, operations, etc.) and troubleshooting system failures.

- Oversees assigned electrical/electronic personnel and daily activities and operations (e.g. training, scheduling, etc.) for the purpose of ensuring that assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Prepares reports and written materials related to assigned activities (e.g. work schedules, work orders, bids, supporting materials, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs various items, systems, and/or components (e.g. interior/exterior lights, fixtures, electrical services/panels, ballast, etc.) for the purpose of ensuring items are available and in safe working condition and providing comfort within facilities.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities:

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; and operating equipment used in the maintenance and repair of electrical/electronic equipment and related components.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals; write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; methods, techniques, materials, tools used in installation, troubleshooting, maintenance, diagnosis and repair of electrical/electronic systems; troubleshooting/maintaining electrical and environmental systems/sub systems including control/balancing these systems; pertinent codes, policies, regulations and/or laws; and blueprints and schematics.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying electrical/electronic aptitude; working with detailed information/data; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency: None specified

Required Testing:

Certificates and Licenses

City of Casper/State of Wyoming Master's Electrician License
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Asbestos Certified

Clearances

Criminal Justice Fingerprint/Background Clearance
MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

12/3/2014

Salary Grade

67

I have read and understand the scope of the job and hold the minimum requirements:

Employee Name (please print): _____

Employee Signature: _____ **Date:** _____