SOUTH-FAIR
ELECTRIC
REPUTATION ♦ EXPERTISE ♦ PERFORMANCE

Foreman (FM) RDU

JOB DESCRIPTION

The Foreman is responsible for leading a team for the installation and supply of electrical systems at the specified work site. The FM will use electrical knowledge/experience, be highly organized, and will represent our commercial electrical company in a professional and productive manner to increase our profitability and ensure client satisfaction.

SCOPE OF WORK:

- Accountable for assigned projects/tasks as directed by General Foreman and Project Manager. Work is performed within an established time frame and completed in conformance with quality work standards, within established company guidelines and regulatory compliance requirements.
- Internally: Reports to assigned General Foreman, works closely with team, and interacts with other support staff (i.e., Project Manager, Assistant Project Manager, Human Resources and Vice President of Operations).
- Externally: Interact with owners, owner representatives, architects, engineers, trade contractors, vendors, and others who are associated with project-related activities. This incumbent will participate in project meetings.

RESPONSIBILITIES:

- Clearly understands scope of work/responsibilities of other trades on each jobsite.
- Plans, schedules, and organizes tasks to meet deadlines
- Performs daily inspections to ensure the project is up to company standards and comply with local and national electric code.
- Understands clearly the scope of work/responsibilities of all trades at work site.
- Cultivates a working relationship with managers, supervisors, fellow employees, and customers/clients encouraging a cooperative environment.
- Obtains appropriate approval prior to installation of requested changes or extras.
- Monitors materials, tools, and equipment so they can be accurately and efficiently ordered or scheduled for pickup/delivery.
- Reports accidents or incidents per Company policy.
- Assigns field employees to project tasks based upon the individual's ability and experience.
- Utilizes and maintains accurate project and safety documentation (i.e. time sheets, progress reports, performance appraisals, job costing, daily logs, etc.)
- Inspects subcontractor's performance to ensure compliance with contract agreements, quality standards, and schedules.
- Conducts project close-outs, updates punch lists and develops information for record

drawings.

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- Accurately and effectively trains and directs the work of all subordinates in appropriate work practices to meet production goals.
- Oversees, delegates, and monitors all assigned employees' performance on assigned projects/tasks to ensure compliance with project plans, specifications, and shop drawings, while meeting Company safety and quality standards.
- Leads, motivates, coaches, and develops assigned employees by giving accurate non-biased job performance appraisals.
- Delivers message of employment status, as needed.
- Makes routine inspections of assigned work to verify accurate and timely installations.
- Ensures project workspace is safe conditions.
- Attends, coordinates, and/or conducts meetings and activities with assigned employees/crews to meet project objectives and schedules.
- Guides and assists employees in identifying, analyzing, and resolving existing or anticipated obstacles in a manner to meet task/project schedules.
- Informs, clarifies, and confers as directed by general foreman/project manager on estimated versus actual project status (i.e. work progress, work schedules, time sheets, job costing, etc.).
- Sets, by example, acceptable work practices that can be emulated by fellow employees.
- Other duties as required by leadership.

PHYSICAL REQUIREMENTS:

- Ability to remain calm in times of heightened emotional situations.
- Must be willing and able to receive First Aid, CPR, and emergency rescue training and be comfortable with performing these tactics if necessary.
- May require working in year-round weather elements (heat, cold, rain, snow).
- Must be able to utilize construction site sanitary facilities (port-o-lets).
- Ability to work from all ladder types.
- Must wear personnel protective equipment (i.e. hard hat and safety glasses).
- Repetitive use of legs, feet, arms, hands, and fingers.
- Ability to work scheduled hours per day, night shift, 40 hours per week or more, with little or no notice.
- Ability to bend, stoop, squat, crawl, climb, kneel, balance, push, pull, and reach overhead.
- Ability to independently lift workloads of 30 lbs.
- Ability to climb ladders of all types.

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- Possess good vision/hearing (normal or corrected).
- Ability to work while constantly moving on one's feet.

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- Ability to reach and stretch to position equipment and fixtures while maintaining balance.

QUALIFICATIONS/REQUIRED SKILLS:

- Electrical experience is required.
- Associates Degree or 3-5 years of equivalent experience.
- Knowledge of general building construction and high degree of technical experience.
- Ability to read and understand labels, job site maps/directions, manuals, and written instructions accurately.
- Ability to accurately apply electrical formulas.
- Ability to plan and organize tasks to meet project deadlines.
- Understands and follows O.S.H.A., NEC, state, and local code requirements.
- Computer literate and high-level interpersonal skills.

Note: The above description provides the general details considered necessary to portray the principal functions of the position and shall not be construed as a detailed description of all requirements inherent to the position.