

Maintenance Foreman - Electrical

Purpose Statement

The job of Maintenance Foreman - Electrical is done for the purpose/s of installing, repairing, maintaining and upgrading electrical systems and equipment; identifying repair and/or replacement needs; assisting other skilled trades; providing necessary information on the proper uses of the equipment; ensuring adequate materials are available to complete assignments in a timely manner; and directing assigned workers.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Maintenance Supervisor

Essential Functions

- Analyzes drawings for the purpose of identifying location of new and existing electrical systems and determining the efficient installation of additional systems.
- Attends meetings, workshops, training's, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Coordinates with site administration, head custodian and other trades for the purpose of completing projects/work orders efficiently.
- Estimates materials and/or equipment needed to compete work projects for the purpose of ensuring timely completion of projects and/or preparing bid specifications.
- Installs electrical systems (e.g. under ground electrical conduit, fire alarms, switchboards, audio visual alarms, etc.) for the purpose of providing updated, enhanced and/or upgraded electrical capabilities.
- Maintains job related, tools and equipment for the purpose of ensuring the availability of items in safe, operating condition for work assignments.
- Participates in meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Prioritizes and organizes work for the purpose of ensuring that there are workers and materials on the project site when needed and work in completed in a timely manner.
- Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Repairs electrical systems including communications, overloads, lighting fixtures, etc. for the purpose of ensuring proper/safe operation of equipment.
- Responds to emergency situations during and after work hours for the purpose of resolving immediate safety concerns.
- Supervises assigned personnel for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.

- Transports a variety of items (e.g. tools, equipment, supplies, etc.) 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 single, 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: operating equipment used in electrical industry; planning and managing projects; preparing and maintaining accurate records; and operates light equipment not requiring a drivers licenses to perform job functions.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in installation, troubleshooting, maintenance, and repair of electrical systems/subsystems; troubleshoot/maintain mechanical, electrical, environmental systems/subsystems including control/balancing these systems; 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 number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; 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 frequently 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: providing supervision and guidance while communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; working as part of a team; working with detailed information/data; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working 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 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Targeted, job related education with study in job-related area.

Equivalency .

Required Testing

Certificates

Evidence of Insurability

Valid Driver's License

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt

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