



## FIELD JOB DESCRIPTION - FOREMAN

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**Compensation:** Hourly/Nonexempt

**Department:** Field

**Reports to:** Project Manager

### **Summary:**

The foreman's main job is to work with project managers to manage the assigned worksite and employees. Supervises day-to-day operational work. Strategize and delegate responsibilities and workload in conjunction with a journeyman. Responsible for managing/ordering and receiving/organizing and managing materials. Inspects crews are wearing appropriate personal protective equipment (PPE). Inspect work quality and quantity.

### **Essential Duties and Responsibilities:**

The essential duties and responsibilities for the position are listed below. Other duties and responsibilities may be assigned.

- Professionally represent the company.
- Conduct safety/tailgate meetings as required.
- Performs electrical work and inspection. If corrections are needed, I will inform the Project Manager of any delays or extra material needed immediately.
- Plans, supervises, and performs all phases of installation, maintenance, repair, and inspection of electrical systems and service work in new or remodeled facilities.
- In conjunction with the Project Manager, evaluates electrical procedures; meets with builders to ensure electrical needs are met; reviews electrical and contract specifications and performance criteria.
- Interprets electrical blueprints; mentors; trains new hires; manages schedules and adjusts workloads; and evaluates performance.
- Work as a liaison for the company if needed and report directly to the Project Manager.
- Under the Project Manager, complete workload as expected by contract; manage manpower; walk around inspected completed work to ensure all work is of the highest quality and meets timelines.
- Understand and follow job site safety and security requirements, wear personal protective equipment (PPE), follow the assigned path, park, and follow no-smoking practices.
- Completes daily and weekly reports; forwards completed packers, invoices, etc.
- Interprets technical drawings to determine the layout of electrical systems.
- In-depth knowledge of electrical principles: site lighting, riser installation in multifamily lath, layouts boxing, drilling, and rough wiring.
- Follows all safety procedures, including conducting weekly tailgates; interacts with builder safety meetings and communication; immediately reports all incidents and near misses.
- In conjunction with Human Resources, follows company policies, procedures, and local ordinances and reports any abnormality or discrepancies regarding employment relations to HR.
- Maintains company-assigned items, including company vehicles, cell phones, and tools, clean and maintained as required, and reports issues promptly.

### **Supervisory Responsibilities:**

Yes, it manages employees in one or multiple worksites or custom home locations.

### **Competencies:**

To perform the job successfully, an individual must demonstrate the competencies listed below.

- Problem solver, discipline, consistent, follow-through. Works with minimal supervision.
- Team leader, good listener, and communicator.
- Takes personal responsibility for completing assigned tasks as indicated.
- Treats others respectfully, upholds organizational values and shows respect and sensitivity for cultural differences.
- Strives to build knowledge and skills continuously.
- Follows understands company safety policies and local safety ordinances

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

#### ***Education/Experience:***

Four (4+) or more years of hands-on experience working in residential and/or commercial or an equivalent combination of education and experience.

Ability to read and interpret safety rules, operating and maintenance instructions, procedure manuals, and basic job documents. Ability to speak effectively with individuals and small groups.

#### ***Language Skills:***

Ability to speak/understand the English language. Ability to read, analyze, and interpret general business documents. Ability to effectively present information and respond to questions from coworkers, clients, and subcontractors.

#### ***Mathematical Skills:***

Ability to add, subtract, and count using whole numbers.

#### ***Reasoning Ability & Adaptive Skills:***

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to learn and understand the preferences and methods employed by management, clients, subcontractors, and coworkers and adapt to and utilize them.

**Computer Skills:**

Utilize App-based job management applications.  
Send/receive emails and text messages; send/receive phone calls.  
Google Drive: Google Forms (Internal Google Folder)

**Certificates, Licenses, Registrations:**

Electrician Trainee (ET)  
Certification Residential (RES) Certification. Recommended.  
Certification General (GEN) Certification. Recommended.  
OSHA 10-hour and/or OSHA 30-hour. Recommended.

**Other Skills and Abilities:**

The position frequently requires working at a fast pace. The employee must be able to relocate to other worksites as needed on short notice.

**Physical Demands:**

The employee is regularly required to sit and walk. The employee must be able to use hands to finger, handle or feel. The employee must be able to see, talk, or hear. The employee is regularly/occasionally required to stand, bend and reach with hands and arms. The employee must regularly climb, balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to dig, chip, cut, or drill in order to complete electrical systems. Requires endurance and ability to visit and inspect the entire jobsite. The employee must regularly lift and/or move up to 40 pounds and occasionally more.

**Work Environment:**

This position involves work at a job site where duties will be performed both indoors and outdoors. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, outside weather conditions, cold, and heat. The noise level in the work environment can be variable, ranging from relatively quiet to relatively loud. Depending on workload, the employee may be required to move to a different work location.

**Additional Details:**

Employee reports to the Foreman. The position is classified as non-exempt under FLSA and California law. The employee is expected to adhere to all company policies and to act as a role model in the adherence to company policies.

I have read and understand the job description. I agree that I can perform these job duties with or without reasonable accommodation. I agree to notify my employer immediately in the event my actual duties vary in any significant degree from the expectations described above.

Signature:

Date:

Print Name: