



## FOREMAN II-ELECTRICAL/COMMUNICATION FOREMAN

### DEFINITION:

Under the supervision of the assigned supervisor, leads and participates in a variety of skilled and semi-skilled electrical activities in the inspection, repair, alteration, construction, installation and maintenance of electrical and communication systems, wiring and equipment; develops and implements electrical projects; trains and provides work direction and guidance to assigned personnel; oversees and directs the work of the department.

### DISTINGUISHING CHARACTERISTICS:

The classification of Foreman II is distinguished from the lower classification of maintenance Foreman positions primarily by the higher degree of journey-level skills and leadership abilities required and the high degree of independence exercised in carrying out these duties. The Foreman I classification is the entry-level classification in the Foreman series. The Foreman III classification is the advanced-level position in the series. Incumbents work independently and perform a variety of skilled and semi-skilled duties in the maintenance and repair of assigned facilities, utilities and equipment. Incumbents also oversee structural maintenance projects and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Leads and participates in a full range of work related to electrical/communication trade in a variety of skilled electrical activities in the inspection, repair, installation, testing, servicing and maintenance of electrical and communication systems, including conduit, wiring, light and power circuits, motor appliances, generators and switches; ensures compliance with building and safety laws, codes, regulations and standards applicable to the electrical trade.
- Develops and implements electrical installation, maintenance, repair and enhancement projects; estimate labor, material and communications equipment requirements for projects; monitors, assesses and modifies activities in response to project progress.
- Trains and provides work direction and guidance to assigned personnel; assigns employee duties and reviews work for accuracy, completeness and compliance with established standards and procedures.
- Oversees and participates in the installation of electrical wiring and systems; assembles conduit and bend conduit and pulls wire; places conduit in appropriate spacing; wires main and sub electrical panels; installs new circuits or replaces existing circuits as needed; inspects work for quality and safety.
- Leads and participates in the assembly, installation and repair of LED lighting fixtures, wiring and controls; installs and repairs ballasts, sockets, capacitors, bulbs and other lighting parts, wiring and assemblies; repairs communication devices and equipment as needed; installs new electrical systems and equipment.
- Repairs or replaces power outlets, electrical communication connections and equipment as necessary; checks circuits and replaces breakers as appropriate; troubleshoots, diagnoses and repairs a variety of power tools, equipment and appliances used in maintenance and communications as needed.
- Troubleshoots and resolves electrical and communication system malfunctions; traces out wiring, performs diagnostic tests on system components and replaces defective wires and parts, including switches, receptacles and fuses; may assist District inspectors in inspection of new construction or modernization projects.
- Plans, organizes and lays out assigned tasks; interpret electrical plans, diagrams, blue prints, sketches and specifications; works from verbal and written instructions and work orders.
- Monitors inventory levels of materials and equipment; researches prices for parts, materials and equipment; selects vendors; orders, receives and maintains inventory of materials and equipment as needed.
- Operates a variety of specialized equipment including meters, testers, soldering irons, wire pullers, conduit benders, lifts, drills and various hand and power tools; drives a vehicle to conduct work.
- Communicates with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; conducts safety and in-service training of employees assigned to the shop.
- Performs preventive maintenance on organization-wide electrical panels; checks and services circuit breakers, distribution panels and transformers; replaces parts as needed.
- Maintains various records and work order information related to assigned activities and provides

- reports as required.
- Maintains shop and work areas in a safe, clean and orderly condition.
- Maintains assignment scheduling, shop operations, equipment, operating supplies and orders materials as required.
- May assist in budgeting and expenditure planning for the shop.

## QUALIFICATIONS GUIDE

### Knowledge of:

- Methods, materials, and equipment used in one or more of the building trades, to include specialized knowledge of electrical/communications trades.
- Methods, procedures, equipment and materials used in the installation, maintenance, repair and operation of electrical equipment and systems.
- Building codes related to the electrical trade.
- Operation and maintenance of tools and equipment used in the electrical trade.
- Proper methods of storing equipment, materials and supplies.
- Shop math applicable to the building trades.
- Technical aspects of the electrical trade.
- Principles of training and providing work direction.
- Appropriate safety precautions and procedures.
- Electrical blueprints.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record-keeping techniques.
- Proper lifting techniques.
- Work vocabulary and craft skills.
- Safety procedures and practices relating to the electrical/communicative trades.
- Principles of training and supervision.

### Ability to:

- Plan, layout and supervise the work of a crew of journey level workers in the electrical/communicative trades.
- Estimate costs of labor and materials for a work project from blueprints, sketches or diagrams.
- Lead and participate in a variety of skilled electrical activities in the inspection, repair, alteration, construction, installation and maintenance of electrical systems, wiring and equipment.
- Develop and implement electrical installation, maintenance, repair and enhancement projects.
- Train and provide work direction and guidance to assigned personnel.
- Operate and maintain specialized machinery, equipment and tools utilized in the repair, installation and maintenance of electrical systems.
- Plan and lay out electrical and communication operations assignments.
- Troubleshoot and diagnose electrical device, system and equipment malfunctions.
- Replace defective parts and components as necessary.
- Read and work from plans, blue prints, sketches, specifications and diagrams of electrical work.
- Observe health and safety regulations and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Maintain various records related to work performed.
- Determine priorities and make long range schedules for completion.
- Read and interpret blueprints.
- Prepare reports.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in the electrical trade and five years increasingly responsible journey-level experience including experience in supervisory responsibility in the installation, maintenance and repair of electrical and communication systems and equipment.

**LICENSES AND OTHER REQUIREMENTS:**

- California Class C Driver's License

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate specialized equipment and tools.
- Hearing and speaking to exchange information.
- Seeing to read and perform electrical functions and repairs and close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Climbing ladders and working from heights.
- Standing for extended periods of time.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.

**WORK ENVIRONMENT:**

Electrical Shop Environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work in outside weather conditions and exposure to heat, cold, wind and rain. The noise level in the work environment is usually loud. Hazards at work include:

- Working around and with machinery having moving parts.
- Exposure to high voltage and electrical shock.
- Working at heights.
- Occasional exposure to fumes or airborne particles, toxic or caustic chemicals.
- Risk of radiation and vibration.

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