



Job Code: 2326
Grade: X-IBEW
HCWR: N

Job Title
Electrician Foreman

Department
Skilled Trades

Job Summary

The Electrician Foreman plans and supervises electrical projects and coordinates the activities of Electricians assigned to various tasks. Interprets and reviews blueprints and specifications. Determines appropriate work procedures and materials needed. Assigns work to Electricians and gives instructions on procedures and completion time. Observes proper maintenance of electrical equipment and tools. Assists Electricians with difficult work assignments and situations. Attends meetings with the department's administrative staff and Project Engineers to discuss projects, anticipate problems, forecast project timetables and discuss the deployment of personnel.

Typical Duties

- The Foreman is accountable for supervision and evaluation of Electricians.
- Coordinate, prioritize, assign, and inspect work tasks on a daily basis.
- Attend Foreman and confidential meetings with department heads, project managers, etc.
- Coordinate work projects with other trades and staff to assure the timely completion of a project.
- Forecast project timetables, arrange for the deployment of personnel, and calculate the quantity of materials needed.
- Procure required repair and part manuals for new and existing equipment (mechanical, patient care, and medical).
- Track personnel used, hours, and timeliness of services. Trouble shoot payroll problems for staff. Monitor daily schedule and approve vacation according to guidelines of vacation policy.
- Inventory supplies and working tools to assure a par level is maintained, recommending the procurement of equipment, supplies, and services prior to exhaustion.
- Assure equipment is maintained and in working order. Prepare reports on equipment condition and repairs of equipment.
- Maintain daily record of work completed including work orders, emergency work orders, and preventative maintenance.
- Train or coordinate training of staff on new equipment and or procedures.
- Address issues with hazard alerts on equipment under an Electrician's control.
- Must make use of County supplies and utilities in the most efficient and cost-effective way.
- A Foreman may function in the capacity of an Electrician as circumstances require.

Minimum Qualifications

- High School diploma or GED
- Successful completion from an approved and recognized apprenticeship program or equivalent pursuant to attaining Journeyman status as an Electrician
- Five (5) years professional work experience functioning in the capacity of Journeyman Electrician



Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- A Foreman is expert in and adheres to the existing contractual agreement, hospital policy, municipal codes, and regulatory agency requirements for a hospital relative to an Electricians' scope of work.
- Expertise in the use of standard tools, reading blueprints, manuals, and specifications- to determine dimensions, currents, and tolerances of systems to be maintained or repaired.
- Ability to perform the essential job duties listed in the job summary.
- Stamina to withstand long periods of walking, standing, pushing, pulling, reaching, stooping, twisting, turning climbing, crawling, lifting and moving moderate to heavy objects.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.