

Electrical Service/Foreman

Reports to the Supervisor and Manager of the Mechanical Department

The individual in this position is responsible for leading and training technicians who install, repair and maintain Electrical wiring, equipment and fixtures in both residential and commercial buildings. This manager routinely works directly with service and install technicians, dispatch personnel and other managers to ensure customer satisfaction while meeting departmental goals and objectives. Presenting himself as a senior company representative, the Electrical Service Foreman often communicates directly with customers, vendors, and suppliers to ensure accurate communication of job or project status and requirements.

Responsibilities and Duties:

The Electrical Service Foreman directs daily operations of the Electrical Service Department by successfully performing the following tasks, duties, and responsibilities:

- Schedules, directs and provides technical support for technicians to meet service demands and customer's expectations.
- Supervises directs and trains the technicians to effectively perform the functions of equipment repair, installation, start-up, operation, and other duties as required to ensure customer satisfaction.
- Reviews technicians' work to ensure quality meets established standards, techniques and safety requirements; makes recommendations as requirements to improve quality and productivity.
- Ordering and organizing materials, subcontractors, equipment and labor.
- Report project status to Manager, site engineers and officials regularly.
- Reading and understanding blueprints.
- Perform general maintenance on vehicles and equipment on the jobsite. Report any damages that occur to the equipment or vehicles to the Supervisor.
- Emphasis on the safe use of tools, machinery and equipment including training on safety gear, helmets, and procedures. Ensure that all safety rules are always being followed.
- Resolve conflicts or miscommunication that may happen on site quickly and amicably.
- Responsible for assisting in technicians' performance appraisals, reviews and for setting improvement goals per company requirements.
- Ensure policies in BYCO Enterprises' employee handbook are being followed, i.e. monitor time spent on breaks, arrival times, departure time, equipment idle times, etc.
- Performing other responsibilities as may be assigned by the Supervisor or Manager of the Mechanical Department.

Qualifications:

- Masters level or working toward obtaining. Five years Electrical experience; or an equivalent combination of education and experience.
- Must always be able to professionally represent yourself and your company.
- Detail oriented and highly organized with the ability to handle multiple tasks and assignments.
- Knowledge of and some proficiency in common office applications such as MS Word, Excel, Outlook and general software navigation.
- Exhibit a knowledge and understanding of Electrical trades, local and state codes and OSHA Standards.

- Diagnose and test electrical systems and continuity of circuits in electrical wiring, equipment and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.
- Ability to read and understand blueprints.
- Aptitude in math and strong problem-solving abilities.
- Excellent leadership skills to enhance team productivity and standards of work produced.
- Possess a strong personal desire for improvement; and the desire to motivate technicians to be better tomorrow than they are today.
- The following physical demands are representative of those that must be met by the Electrical Service Foreman to successfully perform the essential functions of this job:
 - Constant physical effort, including standing, is required during a regular work shift of at least eight hours per day. Employee must be able to stand for extended periods of time and to stoop, bend and crouch as required to perform Key Duties.
 - Ability to lift and carry, on a frequent basis of at least 5 pounds and, at times, as much as 50 or more pounds may be assigned.
 - Work from ladders, scaffolds, and roofs to install, maintain or repair electrical wiring, equipment, and fixtures.
 - Place conduit (pipes or tubing) inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes.
 - Manual dexterity to fabricate parts with hand tools and specifications, hand-carry generators, lumber and other construction materials, forms, power tools, and hand tools.
 - Physical dexterity involving stretching, proper placement of legs, and use of arms and hands in repetitive motions.
 - Maintain constant alertness to the multiple concurrent activities of the construction site, including the activities of other employees and contractors, the operation of stationary equipment, and the movement of mobile equipment.
 - Frequently walk on uneven surfaces, including natural ground in varying weather conditions.
 - Capable of being certified to enter confined spaces, including climbing into and out of excavations up to 12 feet in depth, using ladders or crawling, as required.
 - Have a clean, neat and professional appearance; a top performer who can instill pride of workmanship in himself and in others.
 - Valid driver's license with a clean driving record and background.
 - Ability and willingness to work non-standard schedule: nights, weekends and holidays as/if required.
- The work environment characteristics described below are representative of those that an Electrical Service Foreman encounters while performing the essential functions of this job:
 - Work will frequently be performed outdoors in all weather conditions.
 - Work environment periodically exposes the employees to high levels of noise, grease, and dust that are typically associated with a construction project.
 - Employee may work near heavy equipment and moving machinery.
 - Work may involve a variety of substances commonly found on construction sites such as oil, grease, curing compounds, gasoline, diesel fuel, ready mixed concrete, raw and processed sewage, and water processing chemicals.