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jobs@strategicindustry.us

Subject Line: Electrical Foreman

JOB DESCRIPTION

Job Title: Electrical Foreman
Department: Electrical Division
Reports to: General Foreman
Status: Hourly Non-Exempt
Date: February 18, 2021

Position Summary: Electrical Foremen are responsible for supervising installations and making sure work is performed to company standards and project specifications. Electrical Foremen are expected to work with the general contractor and/or customer while managing onsite employees to maintain a positive and professional work environment. The position is responsible for maintaining productivity, safety, quality control, scheduling, procurement of materials and other activities related to running a successful project. The company operates in commercial, industrial and government environments.

Essential Functions:

1. Implement company safety plan and enforce policy to ensure a safe working environment
2. Work with superintendents, customers, internal staff by developing short and long term schedules as needed
3. Ability to assign tasks to team members while effectively tracking labor to stay on schedule and on budget
4. Develop goals to help the team accomplish key milestones
5. Manage material purchases making sure appropriate materials are on jobsite throughout each phase of the project
6. Review contractual documents such as our contract with our customer, subcontracts, quotes, change orders, project specifications, material submittals and drawings and make sure the company stays compliant with all parties
7. Ensure compliance with NEC, federal, state, county, local codes and all contract documents.
8. Ability to accurately read schematic diagrams and blueprints
9. Strong understanding of trade related tools, equipment and test equipment to perform work.
10. Ability to forecast crew size in relation to upcoming tasks and with coordination of budget
11. Maintain complete and accurate as-builts on every project
12. Complete and submit daily reports
13. Ensure crew members start and finish work shift on time; Maintain proper meal/break times as per Employee Handbook and as legally required per local labor laws and regulations.
14. Promote a healthy learning environment by making sure apprentices are engaged and actively involved as they work under other journeyman electricians
15. Ability to travel

Knowledge, Skills, and Abilities:

- Active California State Journeyman Electricians License (NO EXCEPTION)
- Skilled Electrician with a minimum of 5 years of supervising journeyman electrical work, managing and working in multi-size crews with experience performing on small and large projects.
- Federal and State contracting experience a plus.
- Proficient knowledge of the National Electrical Code (NEC), local codes and construction safety
- Active Osha 30-Hour Construction Safety Certification a plus
- Valid Driver's License
- Pass Drug Test
- Pass Background Check
- Courteous, professional, and enthusiastic.
- Demonstrate an initiative in completing all tasks at hand in a timely manner.
- Ability to maintain a professional business image

Environmental Conditions:

- Indoors in typical office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes approximately five percent (5%) of the time
- Outdoors environment with exposure to noise, heat, and cold approximately ninety-five (95%) of the time
- Full range of motion in upper and lower body, ability to work in various positions, and lift 50 lb. of weight

Physical Demands:

- Attendance and punctuality
- Mobility within the office
- Ability to walk, sit, stand, and climb stairs
- Ability to lift up to 45 pounds
- Ability to drive a vehicle

Compensation:

- Pay is based on experience
- Health benefits the first of the month following sixty (60) days of continuous employment
- 401K
- 401k Profit Sharing (discretionary bonus based on profitability of company) after 12 months of employment

Changes: This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

ADA/FEHA: The Company will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California’s Fair Employment and Housing Act.

EEO: The Company is an equal employment opportunity employer.

Certification:

By signing below, I hereby acknowledge receipt of this job description. I have been allowed to ask – and have received answers – to any questions I had regarding the job description. I fully understand this job description. I understand that my employer may revise this job description, at its sole discretion, at any time. Furthermore, I also understand that my employer may assign additional job duties as needed.

I certify that I am fully qualified to perform the position described and can, with or without reasonable accommodation, perform the essential functions of the position.

If applicable, please list any accommodations that would be necessary to enable you to perform the essential functions of the position: _____

I understand that employment with the Company is considered “at-will”. Neither I, nor the Company, is committed to continuing the employment relationship for any specific term. Either I, or the Company, may terminate the employment relationship at any time, with or without cause and with or without notice.

(Please initial below)

_____ I have reviewed the job description for my position and it accurately reflects at least 95% of the work I do on a daily basis.

_____ This job description should contain the following job responsibilities to be an accurate reflection of my daily or weekly job responsibilities: _____

Signature

Date

Printed Name