

**Electrical Foreman**  
**New Hanover County Schools**

**Job Description**

**Class:**     **Classified**  
**Dept:**    **Maintenance Operations**

**TITLE:**                   **Electrical Foreman**

**QUALIFICATIONS:**

1. High School degree or equivalent.
2. Seven years' progressive experience in the electrical trade.
3. Valid North Carolina electrician's Contractor's license and valid North Carolina driver's license.
4. Other qualifications as the superintendent and board may find appropriate.

**REPORTS TO:**            Energy Supervisor

**JOB GOAL:**             To plan and supervise the construction, installation, maintenance, and repair of electrical systems, equipment, and fixtures for New Hanover County Schools.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules and procedures as required by Maintenance Operations and meet all schedules and deadlines on a timely basis; ensure staff follow departmental procedures and New Hanover County Schools' policies.
2. Communicate with contractors on various projects to ensure they achieve quality work and complete work in a timely manner with New Hanover County Schools' staff to provide feedback regarding status of work orders.
3. Instruct electricians in the techniques and procedures employed in the electrical trade; inspect electricians' work to determine that they follow the necessary operations and that work conforms to specifications.
4. Determine the types, sizes and quality of wires, panel boards, switch boxes, and other equipment necessary to perform assigned jobs; requisitions material as needed.
5. Draw sketches for electricians to follow in repair and/or installation jobs.
6. Enter all complete work orders daily.

7. Make inspections to diagnose electrical trouble, and supervise the maintenance, repair, testing, and installation of electrical equipment in existing buildings.
8. Review all construction documents and submit a cost estimate for the labor and amount of materials necessary for specific jobs.
9. Review work of outside and service contractors for adherence to plans and specifications.
10. Keep all Supervisors in the Maintenance Operations Department apprised of the status of any and all NHCS electrical work.
11. Address all day-to-day personnel issues in the Electrical Shop and assign work to other employees in this shop.
12. Prepare and submit, to the Energy Supervisor, weekly shop projects' summary reports, shop meeting summary reports, and annual budget for the Electrical Shop.
13. Willing to be on-call in case of emergency.
14. Performs related duties and responsibilities as requested by Director.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** Grade 69

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Considerable knowledge of the standard practices, materials, and processes of the electrical trade.
- Considerable knowledge of the design, installation, and maintenance of electrical instruments, apparatus, and equipment.
- Skill in the use and care of tools and equipment necessary for electrical work.
- Ability to understand and work from blueprints, schematics, sketches.
- Ability to plan work and develop designs from sketches.
- Ability to follow verbal and written instructions.
- Ability to estimate and procure materials and labor.
- Ability to keep accurate records, coordinate written work requests and work orders, and maintain good inventory records.
- Good computer skills.
- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to bend, stoop, climb, and lift a minimum of 25 pounds.