

Electrical Foreman
New Hanover County Schools

Job Description

Class: Classified
Division: Operations
Dept: Maintenance Operations

TITLE: Electrical Foreman

QUALIFICATIONS:

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

REPORTS TO: Skilled Trades 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, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school/department issues.
2. Communicate with contractors, municipalities, and inspectors 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. Prepare scopes of work and contracts in accordance with NHCS guidelines for independent electrical contractors.
8. Make inspections to diagnose electrical trouble, and supervise the maintenance, repair, testing, and installation of electrical equipment in existing buildings.
9. Review all construction documents and submit a cost estimate for the labor and amount of materials necessary for specific jobs.

10. Review work of outside and service contractors for adherence to plans and specifications.
11. Keep all Supervisors in the Maintenance Operations Department apprised of the status of all NHCS electrical work.
12. Address all day-to-day personnel issues in the Electrical Shop and assign work to other employees in this shop.
13. Prepare and submit, to the Skilled Trades Supervisor, weekly shop projects' summary reports, shop meeting summary reports, and annual budget for the Electrical Shop.
14. Willing to be on-call in case of emergency.
15. Strive to maintain and improve professional competence. Participate in the development and support of the broad school/department vision.
16. Performs related duties and responsibilities as requested by Supervisor.

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 73

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.