



FOREMAN JOB DESCRIPTION

Job Title:	Foreman	Reports To:	General Foreman	Date Created:	June 2023
Department:	Field Operations	FSLA:	Non-exempt	Prepared By:	Field Operations

SUMMARY:

Function as a Foreman for Bergelectric Corp.; monitoring installations and ensuring work is performed according to Bergelectric Corp. standards and project specifications. Work cooperatively with the general contractor and/or customer in managing the project, project schedule and employees. Responsible for maintaining productivity, safety, quality control, labor cost, scheduling, movement of manpower, procurement of materials and any other activities impacting the successful completion of the project.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Achieve Bergelectric Corp. productivity objectives by effectively managing and assigning tasks to crew members, while maintaining an accurate labor tracking log.
- Establish project goals and monitor success in reaching those objectives on an ongoing basis.
- Manage purchase orders and ensure ordered materials are received while adhering to bulk buy material procedures.
- Adhere to project contract document changes and Bergelectric Corp. change.
- order notice-to-proceed policies.
- Fully utilize a prefabrication facility and company-wide installation methods and policies.
- Ensure the proper safety equipment, materials and tools are onsite to perform the required work.
- Provident Superintendent(s) with sufficient notice of any crew changes.
- Utilize a proactive approach to anticipate and resolve potential issues.
- 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.
- Conduct effective performance evaluations of crew members.
- Maintain complete and accurate "as-builts" as per Bergelectric Corp. procedures and project requirements.
- Communicate effectively with a wide range of individuals including project owners, architects, general contractors, management, crew members, etc.
- Ensure all work performed meets with NEC, federal, state, county, local codes and contract documents.
- Adhere to all Bergelectric Corp., state and federal safety policies and procedures.
- Provide leadership in fostering a teamwork environment in all aspects of job responsibilities.
- Monitor and focus on employee / crew morale to ensure positive outcomes of all situations.
- Ensure compliance with all policies and procedures included in the Bergelectric Corp. Employee Handbook

REQUIREMENTS:

- A minimum of two to four years of field experience working as a Journeyman Electrician.
- Must hold a current Journeyman Wireman license (if required by the applicable state, city or county).
- Demonstrated ability to effectively order and track materials, perform cost projections and develop "as builts".
- Strong, first-hand knowledge and experience related to scheduling, material lead times, product knowledge and installation durations.
- Solid understanding of the electrical codes and installation methods.
- Well-versed in the installation of power systems: lighting, fire protection, security and data networks.
- Knowledgeable regarding the build, installation and maintenance of control panels
- Comfortable utilizing Electrical Single Line blueprints.
- Experience in verifying the compliance and functionality of installations.
- Knowledgeable in the identification and repair of faults in electrical apparatus and circuits.



PHYSICAL DEMANDS:

- Lift 50 lbs. from the ground and pull 50 lbs. of force.
- Perform ladder climbing, wire pulling and conduit pulling.
- Fully squat, stoop or kneel while wearing a 25 lbs. tool belt.
- Maintain a standing position for long periods of time while performing repetitive actions such as grasping or manipulating wires.
- Work off of ladders, man lifts or reach booms.

WORKING ENVIRONMENT:

- A variety of weather conditions including cold, snow, rain, heat, etc.
- High noise levels.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor or their designee.