



## **Electrical Foreman**

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### **DEFINITION**

This is foreman level work involving planning, organizing, and supervising the day-to-day work of journeymen engaged in the installation, renovation, maintenance, repair and testing of electrical equipment and circuitry, supervisory control systems, intercommunication systems, alarm systems, boiler controls, automatic control systems, emergency power systems and related electrical apparatus. Performs other related duties as required.

### **TYPE OF WORK**

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Unskilled    | <input type="checkbox"/> Journeyman                  |
| <input type="checkbox"/> Semi-skilled | <input checked="" type="checkbox"/> Above Journeyman |
| <input type="checkbox"/> Skilled      |  |

### **TYPICAL DUTIES\***

In accordance with the Canadian Electrical Code, Electrical Protection Act of Alberta, applicable City bylaws, manufacturers' and departmental standards, and safety standards:

Plans, organizes, assigns, and supervises the day to day work of journeymen engaged in the installation, renovation, maintenance, repair and testing of electrical equipment and circuitry, supervisory control systems, intercommunication systems, alarm systems, boiler controls, automatic control systems, emergency power systems, and related electrical apparatus.

Supervises and directs crews engaged in the installation of conduit, wiring and electrical equipment such as panels, breakers, distribution transformers, switch gear, bus bar work, motor starters, protective relays, remote controls, lighting fixtures and electrical outlets, smoke detection devices, etc., and conduit for communication systems.

Issues and collects daily work orders from work force and follows through to ensure that work has been completed according to proper standards. The scheduling of priorities and the arranging for material requirements of his crews to meet assigned objectives.

The analysis and approval of reports from electricians such as maintenance progress sheets, renovation and construction reports, electrical inspectors reports, gang sheets, sickness and accident reports.

Responsible for electrical estimates, layout diagrams, and the making of recommendations prior to tendering of proposed facilities. Determines and initiates requests for warranty service after department takeover of new facilities.

The assessment of all trouble and maintenance calls and assigning of the appropriate personnel for repair.



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The on-the-job coordinating of the work of his crews with other departmental crews and contractors working for the departments, as assigned.

The assisting in training and evaluating of section staff.

Conducts safety sessions with departmental staff, and may represent the section in Safety Committee meetings.

Responsible for the safe and efficient operation of vehicles and equipment assigned to his crews.

The revision of plans and drawings and the gathering of technical data for the management group.

The maintaining of good public relations by explaining departmental regulations and policies pertaining to the Electrical Code, City Bylaws and procedures followed in construction, maintenance and repair of electrical equipment.

Performs other related duties as required.

### **SUPERVISORY/LEADHAND RESPONSIBILITIES**

Normally responsible for approximately 10-20 employees.

### **ENVIRONMENTAL AND WORKING CONDITIONS**

Working conditions vary from office conditions to extremes in weather while working outside.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Alberta Standata, Canadian Standards Association, Alberta Occupational Health and Safety Act, Alberta Occupational Health and Safety Act, Alberta Health and Safety Code and Regulations, Electrical Safety Act, Alberta Fire Code, National Fire Protection Act

Knowledge and understanding of accident and incident investigation and risk analysis

Knowledge of Privacy legislation

Ability to work independently and as a team member, exercising professional judgement and behaviour

Ability to communicate verbally and in writing with preciseness and accuracy

Presentation skills necessary to train in an individual or group based environment

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

Completion of Grade 12, or an equivalent combination of training and experience

Possession of a Master Electrician Certificate



## Electrical Foreman

Minimum of 5 years related journeyman experience.

Knowledge of all tools used in the trade, and ability to read sketches and blueprints

Demonstrated supervisory ability

Proficient in a variety of Computer applications, including Microsoft and SAP

Completion of a foremanship or supervisory training course recognized by the City

Good oral and written communication skills

Valid Class 5 Alberta Motor Vehicle Operator's License.

### On-the-Job Training

Continuing training to keep abreast of advances in the electrical industry.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>62M</u>	<u>62D</u>
Job Code	1256	
Last Updated:	2003-12	
Previous Updates:		
Originated:	1980-09	