



Job Description For: ELECTRICAL FOREMAN

SUMMARY

An Electrical Foreman is in charge of projects that employ many different electricians at the same time, and supervises the project as a whole, from the large-scale down to the details. On such a project, a Foreman is responsible for providing on-site direction and leadership for workers in order to complete jobs within specific guidelines that include quality standards, time requirements, and budget considerations.

Work is performed under general direction of a Project Manager and is reviewed through the AerPro system, discussions and inspection of completed work.

RESPONSIBILITIES

- Execute Project based on the TWLA (Two Week Look Ahead), plans, assigns, schedules, and supervises the work of electricians, and helps engaged in the construction installation of electrical systems.
- Be able to participate with the Project Manager to produce a TWLA (Two Week Look Ahead), on a weekly basis.
- Carry current TWLA on your person, so it can be referred to daily as needed.
- Contact the Director of Safety on Hazards and Safety issues as they arise on the project.
- Enforces Aerial's safety regulations, rules, and working conditions.
- Enforce Aerial's Quality Program.
- Promotes and is governed by Aerial's Core of Values.
- Professional knowledge of the NFPA 70 & NFPA 70E codes for electrical installations.
- Must possess a Valid OSHA 10 Card (Prefer OSHA 30)
- Maintain a daily Foreman's Log, tracking day to day activities, delays, project issues, etc.
- Maintain minimum 80% of workforce on-task, if changes need to be addressed.
- Ability to supervise the work of onsite labor force.
- Manage Subcontractor labor assigned to project.
- Direct installation of color drawing layouts for unit wiring.
- Maintain an inventory log onsite tracking all packages, i.e., lighting deliveries, lamps, etc., notify Project Manager of any shortages or damage immediately.
- Have a clear execution installation plan, and be able to look ahead on the project to plan job task labor, and material deliveries.
- Have thorough knowledge of the practices, methods, equipment, materials, and tools of the electrical trade.
- Ability to interpret and work from instructions, penciled plans and sketches, and blue prints.
- Ability to communicate and coordinate with superiors, subordinates, vendors and onsite Supervision.
- Must be willing to assist in any task that needs to be completed on the project.
- Guide Sub-Foremen not only to be an assistant to you on a project; offer them responsibility and training to become future experienced Foremen.
- Attend all General Contractor/Construction Manager weekly job meetings for your project.



- Conducts daily project walk-through inspections and gives on-site supervision over hazardous or unusual work assignments; assures availability of equipment, materials, and supplies.
- Capable of recording job activities and submits reports; initiates requests for supplies, tools, and equipment.
- Maintain asbuilt drawings set onsite, to record daily changes. Turn over asbuilt set to the Project Manager at end of project.
- Trains and instruct subordinates on detailed procedures unfamiliar to them.