Position Title: Electrical Foreman
Pay Grade: NON, PB4

Department: Parks & Recreation
Bargaining Unit: NON

Employment Status: Full-time
FLSA Status: Non-Exempt

Revised Dates: 1/17; 4/16; 12/08
W/C Code: 9102

Established Date: 3/96
EEO Category: Skilled Craft Workers

Supervisory Work: Supervises
EEO Code/Name: 0710 Electrical Foreman

Job Overview Summary:
This is supervisory and participatory work in the repair, installation, maintenance and care of assigned electrical systems, fixtures, feeders and related mechanical equipment. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules or attendance or duty requirements, which may be established by City or department rules. Work is performed under the general direction of an administrative supervisor and is reviewed through conversation, observation and the evaluation of results achieved.

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

Duties:
- Plans, schedules, assigns, supervises and participates in the work of unskilled, skilled and journeyman level employees engaged in the repair and maintenance of electrical systems, equipment and fixtures.
- Provides technical guidance and on-the-job training to assigned employees on the safe operation of equipment and tools and proper work techniques and skills necessary to complete work assignments.
- Recommends equipment and supplies related to maintenance activities; prepares job cost estimates for maintenance needs to include time, labor and material requirements.
- Participates with supervisor in the selection, placement, assignment, training, safety, appraisal and discipline of assigned employees.
- Performs visual inspections to determine maintenance requirements and determine appropriate repair methods.
- Enforces safety and work performance standards and regulations.
- Prepares and maintains reports and records related to work activities to include yearly budget estimates and monitoring of expenditures.
- Performs related work as assigned.

Minimum Qualifications:
High school graduation or GED equivalency. Considerable progressive experience in electrical maintenance and repair at the journeyman level, including supervisory experience. Some experience diagnosing mechanical problems involving air-conditioning or refrigeration equipment. Licensed as an Electrical Contractor by the Pinellas County Construction Licensing Board.

Knowledge and Skills:
- Considerable knowledge of the approved methods, material, tools and equipment utilized in electrical installation and maintenance work.
- Considerable knowledge of electrical motor control circuits, ladder relay logic, process control instrumentation, generators and related electrical distribution systems.
- Considerable knowledge of the principles of electrical theory as applied to electrical circuits and distribution systems.
- Considerable knowledge of City, state and national electrical codes.
- Considerable knowledge of the occupational hazards and the proper safety precautions required of the work.
- Some knowledge of mechanical systems used for air-conditioning and refrigeration.
• Some knowledge of first aid, including CPR.
• Skill in the use of lineman tools and equipment utilized in the electrical trade.
• Ability to follow written and oral instructions and to read and interpret blueprints, sketches and diagrams.
• Ability to estimate manpower, time and material requirements for work assignments.
• Ability to establish and maintain effective working relationships with employees and the public, as necessitated by the work.
• Ability to prepare and monitor accurate reports and records.

**Required Responsibilities:**
Successful demonstration of cultural competence, work standards, quality work product, productivity, and job knowledge are standard expectations for all City staff and employees.

**Core Competencies:**
- Adaptability/Flexibility
- Effective Communication
- Employee Trust
- Operational Acumen
- Problem-Solving
- Safety Awareness
- Staff Development

**Necessary Special Requirements:**
Must possess and maintain a valid State of Florida Commercial Driver’s License. If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained.