

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Operator Foreman

JOB CODE : 036502, 031592

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent directly supervises operators according to instructions received from the Operator General Foreman and possess significant knowledge in all types of equipment operation.

DIMENSIONS

The incumbent reports to an Operator General Foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Plans, issues, and reviews work and provides directions to craft work team under supervision of this position; may perform same duties as craftspeople being supervised;
2. Interprets specifications, drawings, and job orders as needed for area of supervision;
3. Establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel;
4. Tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised; makes recommendations on materials/parts/equipment;
5. Analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes; may study schedules and estimate work hour requirements for completion of job;
7. Conducts weekly safety meetings to promote safety consciousness;
8. May perform same duties as craftsmen being supervised;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking while performing job duties;
2. Constant sitting while operating equipment; occasionally subject to bouncing/jarring/vibration, depending on equipment;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Operator Foreman

3. Minimal lifting/carrying; may sometimes lift up to 50 pounds while helping mechanics lift heavy parts; assistive devices available for lifting/carrying up to 100 pounds;
4. Frequent-to-constant pushing/pulling exerting a force up to 1 to 20 pounds while operating equipment controls;
5. Frequent climbing steps/ladders or climbing on/off equipment while performing job duties;
6. Frequent bending/twisting of waist/neck from a sitting position while driving equipment;
7. Occasional kneeling/crouching while inspecting equipment;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping; occasional overhead reaching/pulling up while climbing on/off equipment;
9. Constant use of sight abilities in color/depth perception, good peripheral vision, and hand/eye coordination; visual acuity in near-, mid-, and far-range necessary while performing job duties;
10. Must possess good speech/hearing abilities in communicating with coworkers/supervisors.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors in a climate-controlled vehicle cab environment most of the time while grading/patching/inspecting roads. The incumbent may be exposed to extreme heat/cold of Nevada weather conditions climbing in/out of vehicle while observing/inspecting work area.

Tools & Equipment Used: Hand tools, shovel, two-way radio, rollers, graders, loaders, forklifts, scrapers, and other equipment as needed; safety equipment includes respirator, hearing/eye protection, safety shoes, gloves, hard hats, and safety belts/harnesses.

Operator Foreman

REQUIRED TRAINING AND WORK EXPERIENCE

A minimum of two years of experience as a heavy equipment operator.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license is required.