

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Wireman Foreman

JOB CODE : 030602, 035602

DATE PREPARED : July 23, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent participates in and supervises the installation and maintenance of wiring, cable, electrical fixtures, apparatus, and control equipment in accordance with electrical codes, plans, and specifications on the basis of knowledge of system operation and study of building plans or working drawings.

DIMENSIONS

The incumbent reports to a general foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Plans, issues, reviews work, and provides directions to the craft work team under supervision of this position; interprets specifications, drawings, and job orders as needed for area of supervision; establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel; may perform same duties as craftspeople being supervised;
2. Tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised; makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy; and answers technical questions regarding craft operations;
3. 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;
4. Conducts weekly safety meetings to promote safety consciousness;
5. Performs work in accordance with drawings, sketches, specifications, codes, standards, and preventive maintenance program;
6. Measures, cuts, bends, threads, assembles, and installs electrical conduit using such tools as hacksaw, pipe cutter and threader, and conduit bender; pulls wiring through conduit; splices wires by stripping insulation from terminal leads with knife, pliers, or splicing tool, twisting or soldering wires together, and applying tape or terminal caps;
7. Connects wires to lighting fixtures and power equipment using hand tools; connects power cables to equipment such as motors and heating/cooling units; tests continuity of circuit to ensure electrical compatibility and reliability of components using test instruments such as ohmmeter, ammeter, and voltmeter;
8. Pulls cables in downhole and underground operation; bundles, terminates, and makes connections to diagnostic instruments using hand tools; uses oils, greases, and solvents to repair and maintain equipment;
9. May perform same duties as craftsmen being supervised;

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10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<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>

Physical

1. Frequent-to-constant standing/walking short distances on all types of terrain; may walk up to two to three miles per day, depending on job assignment;
2. Occasional sitting while performing job tasks;
3. Frequent lifting/carrying up to 10 to 50 pounds of wire reels, tools, and other equipment as needed for distances up to 1 to 20 feet; assistive devices available for lifting/carrying up to 100 pounds of equipment/supplies;
4. Constant pushing/pulling using both hands/arms exerting up to 35 to 50 pounds of force while pulling wire/cables and other job duties;
5. Frequent climbing on scaffolding/ladders while performing job tasks;
6. Frequent bending/twisting at waist/knees/neck while installing/maintaining wiring/cable/electrical fixtures, apparatus, and control equipment;
7. Occasional kneeling/crouching while working at floor/ground level and while doing installation/repair work;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while performing job duties;
9. Constant use of sight abilities with good visual acuity in near- and mid-range, color perception, hand/eye coordination, and depth perception;
10. Frequent use of speech/hearing abilities communicating with coworkers/supervisors and performing other job tasks.

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;

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- 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 the field exposed to inclement weather conditions and occasionally indoors in shop/office environment.

Tools & Equipment Used: Hand/power tools, forklift, crane, welding equipment, digging equipment, drill motors, pipe-bending machine, and a variety of test equipment. Safety equipment includes hard hat, safety glasses, back support belt, steel-toed safety shoes, eye/hearing protection, respirator, and anti-C suits.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of actual experience as a journeyman wireman or completion of a recognized apprenticeship program is required. Previous supervisory experience or assignment to a lead role desirable.

OTHER SPECIAL QUALIFICATIONS

A working knowledge of the National Electric Code is required. The incumbent must also be CPR-certified or pass a CPR training program such as American Red Cross or equivalent within one year of hire (reference Safety Code G-20). Valid driver's license required.