

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Operator General Foreman

JOB CODE : 031501, 036501

DATE PREPARED : July 22, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent is directly responsible for the supervision of Operator Foremen and their assigned crews. Responsibilities include work performance and safety. The incumbent must possess extensive knowledge of all phases of equipment operations.

DIMENSIONS

The incumbent reports to an exempt supervisor and supervises other foremen and their crews.

NATURE AND SCOPE

1. Plans, directs, organizes, and controls craft work teams through subordinate foremen to accomplish Company goals and objectives; assists in formulating procedures and policies necessary for the efficient operation of the section;
2. Makes recommendations on materials, parts, and equipment and assists in determining personnel assignments to work locations and in scheduling work flow to maximize productivity;
3. Directs and verifies work order usage with work requests to prevent any overcharging and checks work for accuracy; reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
4. Answers technical questions regarding craft operations; reviews craft cards to authenticate qualifications of craft workers committed to projects;
5. Conducts weekly safety meetings to promote safety consciousness and reviews safety meeting report forms from subordinate foremen;
6. Surveys work areas for environment, safety, and health conditions to assure compliance with Company policies; assures that all vehicles and equipment being used meet safety regulations and that all Company policies and procedures are being followed;
7. Conducts new employee orientation, assists in evaluating employee work performance, and recommends personnel actions;
8. Assists in the preparation of reports, surveys, and investigations necessary to assure compliance with Company requirements and data collection needs;
9. Assists in total quality management process improvements and customer satisfaction;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

Operator General Foreman

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. Occasional standing/walking in office/shop on concrete surface or outdoors for distances of one-quarter to one-half mile;
2. Frequent sitting at desk while processing administrative paperwork;
3. Occasional lifting/carrying 10 to 50 pounds of parts/tools/equipment for a distance of up to 50 feet;
4. Occasional pushing/pulling doors/drawers;
5. Occasional climbing on ladders/scaffolding while inspecting/evaluating project or craft workers;
6. Occasional bending/twisting of knees/waist/neck while operating vehicle or performing administrative duties;
7. Occasional kneeling/crouching while inspecting/evaluating installations/repairs;
8. Frequent use of both hands/arms grasping/gripping/handling/fingering while performing administrative duties; may at times work with arms extended/overhead;
9. Constant use of sight while inspecting/evaluating project and monitoring craft workers;
10. Constant use of speech/hearing abilities in communicating with craft workers/foremen and in supervising assigned crew.

Mental

1. Constant mental alertness/attention to detail/accuracy required in ensuring work is performed in compliance with all specifications/regulations and in maintaining a safe work environment;
2. Must possess excellent planning/organizational skills and ability to delegate work in order to schedule crews, assign duties, and ensure completion of all projects within required deadlines;
3. Must be able to use independent judgement, problem-solving skills, and ability to apply knowledge/experience to all situations in order to determine materials/parts/equipment requirements, resolve problems, develop new procedures/policies, etc.;
4. Must possess excellent mechanical aptitude and spatial reasoning abilities in order to determine the best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
6. Must be able to read/understand technical information/manuals/policies/procedures/work orders/blueprints/diagrams and Material Safety Data Sheet guidelines;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, and time constraints;
8. Must possess excellent interpersonal and oral/written communication skills in order to deal with all level of personnel in an effective/professional manner and to review/complete required paperwork accurately;
9. Must possess excellent supervisory/leadership skills in order to provide guidance/training to assigned personnel in an effective/positive manner;

Operator General Foreman

10. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in office environment or in climate-controlled vehicle cab environment most of the time performing inspections/evaluations. 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: General office equipment, 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.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience as a heavy equipment operator.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license is required.