



GENERAL FOREMAN JOB DESCRIPTION

Job Title:	General Foreman	Reports To:	Superintendent	Date Created:	June 2023
Department:	Field Operations	FSLA:	Non-exempt	Prepared By:	Field Operations

SUMMARY:

Function as a General Foreman for Bergelectric Corp.; managing the labor, materials, and production for electrical construction projects. Provide technical expertise in installing and troubleshooting electrical wiring and equipment. Work cooperatively with the general contractor and/or customer in managing the project, project schedule and employees. Monitor installations and ensure work is performed according to Bergelectric Corp. standards and project specifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for supervision of all field production activities; Aid the Foreman in planning the job, ordering materials and workforce.
- Work with appropriate Project Managers and Superintendents to establish project goals at the project's beginning and monitor success in reaching those objectives on an ongoing basis.
- Review and monitor labor efficiencies, hours, and ratios. Project the labor needs for the duration of the project. Maintain the project schedule and update weekly.
- Monitor codes and specifications, installation methods.
- Prepare, review, distribute and/or maintain all required installation documentation.
- Provide leadership and guidance to sub-Foremen.
- Work with the appropriate Project Managers and Superintendents to track and monitor material costs, storage, consumed and ordered to identify potential problems while minimizing cost and overruns to Bergelectric Corp.
- Achieve Bergelectric Corp. productivity objectives by effectively managing and assigning tasks to crew members, while accurately maintaining the project labor tracking report. Communicating labor tracking status with other key project personnel.
- Utilize a proactive approach to anticipate and resolve potential issues.
- Ensure the proper safety equipment, materials and tools are onsite to perform the required work.
- Maintain complete and accurate "as-builts" as per Bergelectric Corp. procedures and project requirements.
- Communicate effectively with a wide range of individuals including project owners, architects, general contractors, management, crew members, etc.
- Adhere to project contract document changes and Bergelectric Corp. change order notice-to-proceed policies.
- Adhere to all Bergelectric Corp., state and federal safety policies and procedures.
- Ensure all work performed meets with NEC, federal, state, county, local codes, and contract documents.
- Provide leadership in fostering a teamwork environment in all aspects of job responsibilities.
- Monitor and focus on employee / crew morale to ensure positive outcomes of all situations.
- Ensure compliance with all policies and procedures included in the Bergelectric Corp. Employee Handbook.

REQUIREMENTS:

- A minimum of three to five years of experience working as an Electrical Foreman/General Foreman or in a similar role in electrical construction, design, and cost management for commercial or industrial projects.
- Must hold a current Journeyman Wireman license (if required by the applicable state, city or county).
- Advanced abilities in reading and interpreting electrical plans and specifications with in-depth knowledge of the NFPA codes.
- Demonstrated track record of successful project leadership with experience managing sub-Foremen.
- Capable of managing any type of private or public sector electrical construction project including new construction, tenant improvements, etc.
- Solid understanding of the electrical codes and installation methods.



- Well-versed in the installation of power systems: lighting, fire protection, security, and data networks.
- Knowledgeable regarding the build, installation, and maintenance of control panels
- Comfortable utilizing Electrical Single Line blueprints.
- Experience in verifying the compliance and functionality of installations.
- Knowledgeable in the identification and repair of faults in electrical apparatus and circuits.
- Demonstrated ability to effectively order and track materials, perform cost projections and develop “as built”.
- Strong knowledge and experience related to scheduling, material lead times, product knowledge and installation durations.

PHYSICAL DEMANDS:

- Lift 50 lbs. from the ground and pull 50 lbs. of force.
- Perform ladder climbing, wire pulling and conduit pulling.
- Fully squat, stoop or kneel while wearing a 25 lbs. tool belt.
- Maintain a standing position for extended periods of time while performing repetitive actions such as grasping or manipulating wires.
- Work off of ladders, manlifts or reach booms.

WORKING ENVIRONMENT:

- A variety of weather conditions including cold, snow, rain, heat, etc.
- High noise levels.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor or their designee.