

City of Monett
POSITION DESCRIPTION

Monjob15

Job Title: Electric Foreman

Department: City Utilities

Salary Range: Payroll – Level 14

Immediate Supervisor: General Manager Utilities

ESSENTIAL FUNCTIONS

- I. Project Activities..... 80% of Time
 - A. Receives notification of a project to be undertaken. Develops plan for the project considering all aspects including time, costs, and materials. Presents plan to supervisor for approval.
 - B. Notifies purchasing agent of needs. Gathers materials and supplies and stakes and marks job.
 - C. Maintains an awareness of the operation of a variety of tools and equipment. Operates the variety of tools and equipment or assures their operation, assuring for compliance with safety procedures.
 - D. Implements plan, monitors job progress. Makes adjustments as needed. Communicates widely.
 - E. Maintains an "on call" status, assuring for professionalism.
 - F. Conducts weekly substation maintenance inspections. Assures for satisfactory operation and safety. If variances are noted then takes necessary steps to correct, assuring for safety and reliability.
 - G. Receives calls from various industry and residential people. Provides answers and clarification and assistance as needed, assuring for the best communication and public relations possible. Troubleshoots for customers assures for compliance with City codes.
 - H. Serves as an electrician for all City facilities and troubleshoots major projects and problems.
 - I. Maintains an awareness regarding the use of wide variety of equipment, assuring for thoroughness.
 - J. Operates the various equipment, assuring for compliance with safety and other

procedures.

- K. Assists with and maintains equipment on preventative- and corrective-maintenance programs and schedules.
- L. Maintains logs and conducts ongoing safety inspections on the equipment.
- M. Provides recommendations for the purchase of capital purchasing and operating budget expenditures.
- N. Responds to requests by immediate supervisor in an accurate, complete, and timely manner.

II. Supervisory Activities..... 20% of Time

- A. Provides daily oversight and supervision coaching and judging for assigned staff. Provides orientation, encouragement, and training for subordinate staff. Acts as role model.
- B. Recommends termination, or corrective action as needed, assuring for professionalism.
- C. Makes and maintains daily log entries regarding time and date of incidents, assuring for accuracy and timeliness.
- D. Attends seminars and other programs, attends staff meetings, assuring for professional development.
- E. Completes reports on job related injuries and distributes the reports, assuring for accuracy and timeliness.
- F. Stays alert to safety needs and insures that safety considerations are a priority at all times.
- G. Provides safety and operational training for all staff, assuring for thoroughness and professionalism.
- H. Communicates to and with supervisor regarding matters of importance in Electric Department.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor, subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above average accessibility of all worksites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Above average exposure to heights.
- ◆ Extreme exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above normal physical strength to handle 80 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination including eye/hand, hand/foot, etc.
- ◆ Above-normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed High School diploma or equivalent.
- ◆ Valid Missouri Drivers License and CDL.
- ◆ Familiar with blueprints..
- ◆ One or more year's supervisory experience.

MENTAL EFFORT

- ◆ Average verbal communication.
- ◆ Average written communication.

COMMUNICATION

- ◆ Normal concentration.
- ◆ Normal memory.
- ◆ Above normal time pressure of decision-making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.