



Job Specification

Job Title: Electrical Foreman
BCAT Code: 705X AE
Pay Grade: G14

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Performs skilled manual work responsible for supervising the installation, alteration, maintenance and repair of electrical systems, equipment and fixtures. Work requires thorough knowledge of the practices and procedures used in the electrical trade.

Examples of Duties

- Trains lower level employees engaged in electrical work, and conducts inspections of work performed.
- Plans, organizes and schedules work assignments of lower level employees.
- Estimates cost, time and materials required for work assignments.
- Requisitions materials needed for assignments.
- Installs conduits, wires, switch boards, etc. required in making additions or alterations to electrical systems.
- Monitors electrical equipment for needed repairs and maintenance.
- Services and repairs lighting, power, heating, cooling and communication systems.
- Observes functioning of installed equipment or systems to detect hazards and needed adjustments; installs and tests safety devices such as fire alarms.
- Repairs and replaces parts in motors, generators, pumps, batteries, etc.
- Drills holes for wiring; splices wires by stripping insulation, soldering wires together and applying tape or terminal caps.
- Replaces fuses, light bulbs and switches.
- Maintains tools and equipment; cleans work areas, tools and equipment.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of the practices, procedures and safety precautions of the electrical trade.
- Thorough knowledge of local electrical codes.
- Effective time management, communication, and organizational skills.
- Ability to read and interpret blue prints.
- Ability to operate tools and equipment used in the electrical trade.
- Ability to access confined spaces and climb ladders and scaffolds.
- Ability to supervise and train others.

Minimum GSU Hiring Standards

Technical or vocational degree and four years journeyman level electrician experience, including one year supervisory experience; or a combination of education and experience. Georgia Class II Electrician License.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.