

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Electrical Foreman	<u>CLASS NUMBER:</u> 30803	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N14	<u>POSITION CONTROL #:</u> 034330
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday - Friday 7:00 AM – 4:00 PM	<u>SUPERVISOR (PCN):</u> Superintendent, Operations (033100)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Electrician (034331, 034332, 034333, 034334, 034335)		

CLASSIFICATION PURPOSE:

The primary purpose of the Electrical Foreman classification is to instruct, assign, review, plan, coordinate, evaluate, allocate, and maintain the installation and repairs of electrical systems throughout the county facilities for the safety and well-being of customers, the public, and co-workers.

JOB DUTIES:

Act as a lead worker for assigned staff. Schedule staff's work assignments and inspect their work. Prepare performance evaluations and participate in interviews when needed. Assist supervisor with interviews and disciplinary problems. Assist supervisor with implementation of all safety practices. Review time records and timecards.

Diagnose, replace, and perform preventative maintenance on electrical equipment, electrical systems wiring components, and accessories. Troubleshoot electrical system problems. Upon approval from supervisor, purchase materials and supplies. Maintain materials, inventory, and equipment records. Prepare and conduct safety training for electricians. Prepare weekly reports on project status and completion. Enter information into agency computer system. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; employee training and development; lead worker; supervision; safety practices. Skill in skill trade; equipment operations. Ability to apply principles to solve practical, everyday problems; add, subtract, multiply and divide whole numbers; maintain accurate records; understand manuals and verbal instructions, technical in nature; establish friendly atmosphere as a lead worker; demonstrate dexterity to use hands skillfully.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with some vocational and/or technical training with three (3) years of electrical or related experience.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date