Job Title: Electrical Foreman

BCAT Code: 091X04
Pay Grade: G14
FLSA Status: Non-Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Performs skilled manual work, such as supervising the installation, alteration, maintenance and repair of electrical systems, equipment and fixtures. The 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 performed work.
- Plans, organizes and schedules work assignments of lower level employees.
- Estimates the cost, time and materials required for work assignments.
- Requisitions materials needed for assignments.
- Installs conduits, wires, switch boards, etc. required to make additions or alterations to electrical systems.
- Monitors electrical equipment for needed repairs and maintenance.
- Services and repairs lighting, power, heating, cooling and communication systems.
- Monitors the 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 the 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 related experience. Georgia Electrical Contractor Class II unrestricted license preferred.

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.