



# Example of Electrician Foreman Job Description

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Our company is searching for experienced candidates for the position of electrician foreman. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for electrician foreman

- Inspects and services electrical motors, including bearing lubrication and replacement
- Install power and control wiring including conduit and cable tray
- Locates, repairs, adjusts and calibrates electric and electronic recording, measuring and indicating instruments with proficiency
- Performs preventive maintenance on locomotives, generators, traction motors, and related controls
- May as directed, perform PLC programming
- Interprets and understands instructions, prints, sketches and wiring diagrams
- As required assists in major plant repair projects
- As required attends RCRA training for waste-derived fuel activity and performs tasks related to job duties associated with waste-derived fuel activities as required
- Observes all safety rules, wears appropriate personal protective equipment (PPE) and keeps work areas and equipment clean and orderly
- Identify and remove from site immediately any tools or equipment which are unsafe, damaged or defective

## Qualifications for electrician foreman

- Get men started in the morning, check for fitness for duty and set expectations for the day

- Collect daily shift reports and validate the Construction Management group has received a copy at the end of each shift
- Collect the vehicle pre-inspection reports daily
- Administratively support the electrical crew by submitting PTO, time off requests, attendance reporting
- Manage ESL life safety testing and repair program