



# Example of Electrician Foreman Job Description

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Our growing company is looking for an electrician foreman. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for electrician foreman

- Lead by example and foster a safety-first culture within the department
- Responsible for understanding precise instructions and the use of the correct equipment required to carry out the instruction in a safe and timely manner
- Attend I participate in all Toolbox Talks
- Responsible for reporting any incidents or near misses to Supervisor immediately
- Continually review and institute measures for improvement by modification to operating procedures I work instructions
- Possess a good understanding of the Company HSE Policy, Philosophy and Procedures
- Report to Supervisor in a timely manner any obstacles which are likely to impede the crew's ability to meet targets
- Responsible for completing the HIT Card with the group of Craft-men assigned
- Ensure conformance with the SNC policies and procedures and relevant statutory obligations
- An overriding commitment to health, safety, security and environmental responsibility

## Qualifications for electrician foreman

- Manage Backlogs through SAP, insure all new work is captured and scheduled in a timely fashion
- Support project Forman with project communications such as shutdown

- Provide estimates for maintenance (primary) and Project (secondary) electrical work
- Order material through procurement agent for maintenance (primary) and project (secondary) electrical work
- Hold weekly Tool Box Meetings
- Attend service center 2 & 3 meetings