



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Electric Foreman

STATUS: Non-exempt / Union - IBEW

REPORTS TO: Electric Engineering Manager

RANGE: Contract

POSITION SUMMARY: The Electric Foreman is a supervisory position that is responsible for the construction, operation and maintenance of electric substations and metering. This position provides leadership to the substation and metering staff to efficiently and effectively achieve division and department projects, objectives and goals. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Demonstrates and models exemplary leadership to all employees.
5. Provides a positive, inspiring and motivating work environment for staff.
6. Supports, coaches and counsels staff to ensure a productive and efficient team environment.
7. Assists in conducting Performance Appraisals on schedule, as needed and/or required; monitors and evaluates employee performance; collaboratively establishes goals and performance improvement plans.
8. Openly and effectively collaborates and communicates with co-workers, foremen and managers to identify and solve problems and to coordinate resources.
9. Promotes and maintains open and effective communication with staff. Conducts regular and impromptu tailgate and/or staff meetings to share information.
10. Maintains confidentiality of organizational and staff information.
11. Recognizes contributions and celebrates small and big individual and team accomplishments.
12. Exercises and demonstrates good judgment and skills to respond to unusual and hazardous circumstances, especially in emergency situations.
13. Develops and tracks project and maintenance schedules according to priorities.

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14. Provides leadership to the substation and metering staff to efficiently and effectively achieve division and department projects, objectives and goals.
15. Completes associated paperwork accurately and on a timely basis, including daily time sheets, as-builts, etc.
16. Maintains a working knowledge of SUB work rules and safety practices, SUB policies and procedures and IBEW contract.
17. Sets day-to-day and week-to-week objectives for staff.
18. Organizes and coordinates work with other departments, utilities and contractors.
19. Maintains a current Oregon driver's license and maintains a good driving and safety record.
20. Keeps current on substation and metering practices, tools, products and work methods.
21. Provides input to Supervisor regarding solutions to substation and metering problems and future planning.
22. Provides and ensures a safe working environment for staff.
23. Assists in the management of the substation and metering materials and inventory.
24. Ensures that vehicles, equipment and tools used by staff are kept in safe and good working conditions through proper use and periodic maintenance - requesting maintenance as needed.
25. Ensures staff receive training, growth of knowledge and skill in their areas of influence to stay current with all new work practices and equipment.
26. Maintains skills to perform install, test and maintain power transformers, regulators, circuit breakers switches, instrument and metering transformers, relays, meters and associated SCADA communication functions.

Marginal Functions

27. May function as a Journeyman Substation /Metering Technician as required.
28. Serves as a supervisor-on-call as assigned.

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes

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SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB’s Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- Journeyman Station Wireman, Meterman, Journeyman Substation/Metering Technician, Apprentice Station Wireman and Apprentice Substation/Metering Technician

MINIMUM QUALIFICATIONS

Experience

- Qualified as a Journeyman Station Wireman and Meterman.
- An Electric Foreman shall have a minimum of five (5) years of combined Journeyman experience

Knowledge, Skills & Abilities

- Possess a working knowledge of control wiring for power circuit breakers, transformers, regulators, load tap changers, substation relays (electromechanical and micro-processor) and associated SCADA control and devices
- Must have a working knowledge of related work rules and safety practices in metering
- Demonstrates excellence and consistency in the following areas:
 - Positive leadership qualities; viewed as a positive role model by others
 - Team work, coaching skills
 - Ability to train others
 - Consistently communicates positively and effectively with co-workers
 - Models exemplary behavior
 - Uses sound judgment and exhibits creative problem solving skills
 - Makes appropriate decisions within scope of authority
 - Excellent planning and organizational skills

Education

- High school diploma or equivalent

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- Successful completion of recognized apprenticeship programs for Journeyman Station Wireman and Meterman

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times while working on substation energized conductors and equipment, even in inclement climatic conditions, at night and at the end of a 36-hour emergency shift (with no sleep and break only for meals).
- **ABILITY TO DEAL WITH STRESS:** Makes decisions quickly and calmly during emergency conditions. Thinks and reacts quickly if accidents occur, especially those involving energized conductors and/or substation outages. Interacts well with co-workers, especially when working with a Lineman or Station Wireman and in stressful situations.
- **VISION:**
 - Far Visual Acuity:** Assesses status of fixtures (i.e. wires, and devices) in substations. Sees adequately to operate utility vehicles.
 - Near Visual Acuity:** Reads small print stamped on metal plates on transformers, other equipment name plate data and construction drawings.
 - Peripheral Vision:** Maintains full field of vision in all directions to assess proximity to energized wires to workers, and other equipment near energized wires.
 - Color Vision:** Judges red, green and yellow traffic lights adequately to operate utility vehicles on highways. Differentiates red and green control lights on switching equipment and color of underground utility locate paint.
 - Depth Perception:** Ensures that he/she, or co-workers, are not working too close to energized wires.
 - Night Vision:** Maintains the visual abilities listed above when working at night and in poor light and inclement weather condition.
- **HEARING:** Hears the spoken conversation well while working on the ground and a co-worker is working on top of a substation structure despite heavy background noise from traffic, construction equipment, rain or wind, and when visual signals cannot be used. Hears accurately the high-pitched "fuzzing" noise (about 6,000 Hertz) which occurs when making certain types of connections on energized conductors. Hears adequately to operate a two-way radio and telephone.
- **SPEECH:** Speaks loudly and clearly enough to be accurately understood when talking to a co-worker who is on top of a substation structure despite heavy background noise from traffic, construction equipment or wind, and when visual signals cannot be used. Speaks clearly, communicating by two-way radio and telephone.
- **STANDING:** Stands on dirt, concrete, asphalt or solid floors for 20% of the work day.

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- **SITTING:** Sits on a bench-style pickup seat one-half hour maximum at one time while driving to and from a job sites. Total sitting is one to two hours per shift.
- **WORKER MOBILITY:** Can change positions frequently.
- **WALKING:** Rarely walks one to two miles at a time on uneven ground. More common maximum distance walked is 1/4 to 1/2 mile. Total walking per shift is 30% - 50%.
- **LIFTING/CARRYING:** 0-10 lbs. - Continuous; 11-20 lbs - Continuous; 21-50 lbs. - often worker carries boxes of substation materials or equipment.
- **PUSHING/PULLING:** The 1 to 2 inch diameter electrical or communications cable which weighs between 0.5 and 1 lb per foot is pushed through a 2 or 3-inch conduit, often while bent over in a vault for up to 15 minutes at a time.
- **TWISTING:** Rotates head fully to both sides to observe equipment and co-workers while standing on the ground. Some twisting is required when lifting items to coworkers.
- **CLIMBING:** Climbs hills and walks over uneven ground while carrying equipment.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Performs a variety of strenuous tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy or icy conditions. Exposed to noise from traffic construction equipment near construction sites, jack hammers, and tamps, up to two hours per day. Hearing protection is provided. Exposures may include mineral spirits or denatured alcohol. The solvents are placed on a rag and utilized to wipe or clean current carrying contacts. Some mineral oils are used in transformers or other damaged equipment. Exposed to numerous types of pollen, depending on location, season or climatic conditions. Bee/wasp stings, animal bites or poison oak may also occur.
- **PRODUCTS AND MATERIALS:** Lumber, steel, wire, bolts.
- **MACHINES/TOOLS/EQUIPMENT:** Power tools, hand tools, electrical test equipment, trucks and computers.

Revised: April 24, 2017