POSITION DESCRIPTION

Electrician Foreman

1. **OBJECTIVES:**
	* + - 1. **To provide maximum service to member-consumers by:**

Provide safe and efficient performance of the tasks associated with the cooperative facilities.

Being familiar with operating policies and procedures.

Cooperating on matters pertaining to electrical service requirements.

Assist in all aspects of the operations area workload.

Maintaining a strong focus on safety.

Maintaining an open line of communication.

* + - * 1. **To contribute to effective public relations by:**

Being familiar with the rural electric program and developing enthusiastic support for it

Encouraging active participation in community and civic affairs.

Striving to always conduct oneself in a socially acceptable manner.

Maintaining a good working relationship in all contacts outside the immediate cooperative environment.

* + - * 1. **To contribute to effective employee relations and overall cooperative functions by:**
1. Working with other employees in a respectful and supportive role.
2. Maintaining a good attitude in all contact with fellow employees.
3. Learning what is required for efficient job performance by observation, inquiry, and study.
4. **RELATIONSHIPS:**
	* + - 1. **Reports to:**

Operations Manager – Coordinate with the Operations Manager to ensure daily responsibilities are being achieved.

1. **RESPONSIBILITIES:**
	* + - 1. **General Duties and Responsibilities:**
2. Performs the following regular activities:
	1. Install and/or repair Load Control Receivers for irrigation, water heaters, air conditioning and any other controllable load.
	2. Perform residential and light farm electrical service for members.
	3. Inspect 3 phase installations to ensure proper wiring.
	4. Inspect irrigation.
	5. Locate underground facilities.
	6. Assist with meter reading.
	7. Support Advanced Meter Infrastructure.
	8. Promote use of electric products such as heat pumps, Marathon water heaters, in floor heating.
	9. Promote energy efficiency programs.
	10. Promote rebate program.
	11. Assist Operations Manager with transformer sizing.
	12. Inspection and installation of metering and submetering.
	13. Security light repair­
	14. Assist line crew with emergency work.
	15. Performs all duties according to the Safety Manual adopted by the board of directors.
	16. Supervise and give direction to the electrician.
3. Participate actively in the SDREA and the cooperative’s Job Training and Safety Programs as directed and carries first aid and CPR card.
4. Understands, follows, and enforces the safety manual as adopted by the board of directors.
5. Studies department and cooperative memoranda and procedures in order to become fully informed on equipment and maintenance of cooperative equipment and apparatus.
6. Operates all cooperative vehicles in accordance with local and state laws and cooperative policies.
7. Maintains physical control of all materials and supplies received for use in his control.
8. Operates radio communications facilities as prescribed by the FCC and cooperative regulations.
9. Makes use of all types of cooperative firefighting equipment and understand the application of each type.
10. Understands the use of first aid and protective equipment on the job.
11. Reports to management any hazard or information that has a bearing on the business of the cooperative.
12. Participates in regular and specials meetings of the department to keep informed on progress of work programs and schedules.
13. Studies books and other publications to improve ability and keep informed of industry trends.
14. Performs other activities and assumes responsibilities as required by the Operations Manager.
15. Prepares material charge and credit tickets to account for material used and retired by him.
16. Reviews his time sheets and transportation tickets for accuracy.
17. Makes periodic inventories of materials, tools, and equipment assigned to his control.
18. **PHYSICAL REQUIREMENTS:**
	* + - 1. **Some physical skill is required:**

Certain coordinated finger, limb or body movements must be performed in the course of regular work routines. Extensive physical exertion is required from time to time. The position requires the ability to lift heavy objects and operate heavy equipment. The position may require some walking through forested and undeveloped terrain. A valid South Dakota commercial driver’s license Class A is required. A current DOT physical card is also required.

* + - * 1. **Essential physical functions include but not limited to:**

Interacting with members in person and on the telephone.

Talking and listening in person and on the telephone to discuss work assignments.

Ability to use equipment necessary in the operation and maintenance of the cooperative’s system.

Must have the ability to lift 150 pounds unaided to a height of thirty-six”, and to lift 75 pounds unaided to a height of 60”.

1. **WORK ENVIRONMENT:**

Because the Electrician Foreman will frequently work on the member’s property, it is imperative to be trustworthy, cordial, and professional. Generally working conditions are good. There are some exposures to extreme temperatures, weather, noise, safety, and health hazards.

1. **KNOWLEDGE, EXPERIENCE, ABILITIES AND SKILLS:**
	* + - 1. **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

1. Problem Solving. Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations.
2. Technical Skills. Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
3. Customer Service. Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
4. People Skills. Listens to others without interrupting; Keeps emotions under control; Remains open to others’ ideas and tries new things.
5. Oral Communication. Responds well to questions; Participates in meetings.
6. Written Communication. Able to read and interpret written information.
7. Teamwork. Exhibits objectivity and openness to others’ views; Gives and welcomes feedback; Supports everyone’s efforts to succeed.
8. Leadership. Inspires and motivates others to perform well; Accepts feedback from others; Gives appropriate recognition to others.
9. Cost Consciousness. Conserves organizational resources.
10. Ethics. Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
11. Organizational Support. Follows policies and procedures; Supports organization’s goals and values; benefits organization through outside activities.
12. Judgement. Exhibits sound and accurate judgement.
13. Motivation. Demonstrates persistence and overcomes obstacles.
14. Planning/Organizing. Prioritizes and plans work activities; Uses time efficiently.
15. Professionalism. Approaches others in a tactful manner; Reacts well under pressure; Follows through on commitments.
16. Quality. Demonstrates accuracy and thoroughness; Monitors own work to ensue quality.
17. Quantity. Completes work in timely manner; Strives to increase productivity.
18. Safety and Security. Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
19. To properly and safely operate all vehicles, power-operated equipment and testing equipment used in the completion of daily work assignments.
20. Adaptability. Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
21. Attendance/Punctuality. Is consistently at work and on time.
22. Dependability. Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals.
23. Initiative. Asks for and offers help when needed.
24. Innovation. Meets challenges with resourcefulness; Generates suggestions for improving work.
	1. **Essential Knowledge and Duties:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Must be able to work from a bucket truck.
2. Education. Must hold a contractor’s license from the state of South Dakota. Additional post-secondary schooling is preferred.
3. Experience.
4. Language Skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to draft routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
5. Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
6. Reasoning Ability. Ability to solve practical problems and deal with a variety of concrete variables.
7. Computer Skills. Must be able to operate a computer and learn new duties as technology becomes cost effective.
8. Must understand the safety manual adopted by the board of directors and be able to implement its direction.
9. Must be able to locate primary and secondary electric lines with underground locating device.
10. Must be skilled in operating vehicles, bucket, and electronic measuring of lines.
11. Must have the ability to effectively manage and prioritize workload.
12. Ability to follow instructions, make decisions, and properly fill out paperwork.
13. Ability to analyze time and equipment needs of assigned jobs.
14. Ability to work independently and efficiently.
15. Ability to maintain complete confidentiality of classified information.
16. Must be able to respond to the office in less than 20 minutes.
17. Appearance must project a professional and positive image for the cooperative.
	1. **Certificates, Licenses, Registrations:**
18. South Dakota Contractors License.
19. Certificate and Commercial Driver’s License Class A (CDL).
20. Department of Transportation Medical Examiners Certificate.

**Summary:**

This position description is intended to describe the general nature and level of work being performed by the person assigned to this position. Duties and responsibilities are intended to describe those functions that are essential to the performance of the job, they are not listed in any particular order of importance.

This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Date

GENERAL MANAGER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chris Larson

OPERATIONS MANAGER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mike Kruse

DATE REVISED: 02/23/24