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## Electrician Foreman

### **Job Summary:**

Monitor installations and ensure work is performed according to project specifications. Work in partnership with the general contractor and/or customer in managing the project, project schedule, and employees. Responsible for maintaining productivity, safety, quality control, labor cost, scheduling, procurement of materials, and any other activities impacting the successful completion of the project.

We are currently seeking a well-organized, dependable, motivated Electrician to work in metro Rochester, NY, and surrounding areas. The successful candidate will be a self-starter who will ensure the highest standards of accuracy, excellence, and quality of work, producing results quickly and correctly.

The qualified candidate will be a technical problem solver with strong interactive communication and troubleshooting skills who utilize their knowledge of Electrical Systems, building construction, and experience to successfully complete projects as a foreman.

### **Responsibilities:**

Manage and direct all Szulgit Inc. workers on projects assigned and responsible for. Ensure the work performed meets specifications and timelines outlined in the project plan. Plan, supervise, and perform all phases of installation, maintenance, repair, and inspection of electrical systems and service work in new, remodeled, and existing facilities. Utilize effective methods, strategies, and techniques to complete projects on time as instructed by the Project Manager.

- Superior interpersonal and customer service skills
- Must be energized and self-motivated and can work independently in a fast-paced, multi-tasking environment.
- Assist project manager with defining project scope. Understanding all material, labor, and equipment required to complete the project. Understand project specifications and implementation.
- Prepare preliminary project schedule coordinating tasks with overall GC schedule.
- Ensure employees have proper training and tools to perform their jobs.
- Ensure that materials are being installed per the contract documents (Plans & Specifications, and approved submittals).
- Have daily communication with the project manager on the status of the project. Stay current with documentation supporting issues and impacts.
- Ensure crew members start and finish work shift on time; Maintain proper meal/break times as per Employee Handbook and as legally required per local labor laws and regulations.
- Ensure compliance with all policies and procedures included in the company Employee Handbook
- Successfully maintain project schedules, labor, materials, and equipment.
- Survey electrical systems, circuits, and plans.
- Additional responsibilities as assigned.

### **Qualifications:**

- Critical thinking, decision-making and problem-solving skills
- Communication skills, influencing and leading



- Ability to perform in a team environment
- Responsible and accountable
- Fully understand local and national electrical codes and installation methods.
- Be able to read blueprints, electrical drawings, and specifications and install as specified.
- Ability to procure, track and receive materials, including lead times, product knowledge, and material scheduling.
- Troubleshooting and repair of faults in electrical apparatus and circuits.

**Experience:**

- Experience running jobs and manpower.