

EFFECTIVE DATE: 9-22-14

MACOMB COUNTY

CLASSIFICATION/POSITION DESCRIPTION

CLASSIFICATION TITLE: Electrical Assistant Foreman

DEPARTMENT: Department of Roads

F.L.S.A. STATUS: Non-Exempt

HIRING AUTHORITY: Director

GENERAL RESPONSIBILITIES:

Under direction, assists in supervising the road electrical crew; visits various jobsites and interacts with crew, customers, and general contractors to ensure job progress and to support and encourage safe behavior; acts on behalf of Electrical Supervisor when Supervisor is absent; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

Participates in training and evaluation of assigned staff; recommends corrective action plans, as necessary.

Acts on behalf of the Electrical Supervisor when the Supervisor is absent.

Prioritizes work assignments for employees assigned to various projects.

Visits various jobsites and interacts with crew, customers and general contractors to ensure progress.

Maintains and assembles materials.

Organizes and ensures the efficient and effective completion of projects.

Oversees safety procedures.

Serves as liaison to utility companies, governmental offices and the general public.

Operates a County automobile while performing assigned job duties.

Must be able to read and comprehend blueprints and machinery diagrams.

Makes standard computations relating to load requirements of wiring or electrical equipment.

Operates a variety of electrician's hand tools, power tools, measuring and testing instruments.

ESSENTIAL FUNCTIONS (continued):

Operates and drives various truck mounted aerial lift devices.

Bends, stoops and reaches to perform essential functions.

Must be able to lift and move objects that weigh up to 80 pounds.

Must be able to climb and work at heights up to and including 150 feet.

Required to participate with the on-call rotation, which includes evening and/or weekend hours, as assigned by the Electrical Supervisor.

Required to participate in random drug and alcohol screens.

Works in harsh weather elements.

Complies with P.A. 390, as amended, known as the State's Emergency Management Act and the County's Emergency Management resolution as well as all related plans, policies and procedures covered by these statutes.

ADDITIONAL FUNCTIONS:

May be required to perform duties in areas other than those regularly assigned.

The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test (GED).

Class B Commercial Drivers License (CDL).

Journeyman Electrician License.

A minimum of four (4) years electrical road experience.

Minimum of two (2) years of supervisor experience.

Traffic signal experience.

EDUCATION, TRAINING AND EXPERIENCE (continued):

100 Foot Pole Certification preferred.

International Municipal Signal Association (I.M.S.A.) Traffic Signal Technician Level 2 preferred.

Successful completion of the probationary period for the position of Electrical Assistant Foreman.

Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

Ability to work independently with minimal supervision.

Ability to supervise, train and evaluate the work of assigned staff.

Ability to prepare and analyze cost estimates for electrical projects.

Knowledge of the Michigan Manual on Uniform Traffic Control Devices.

Ability to establish and maintain effective working relationships with staff, outside agencies and the general public.

Ability to effectively speak, write and understand the English language.

Ability to speak and understand a language other than English is preferred.

Ability to conduct oneself with tact and courtesy.

Possession of a valid Michigan driver's license and an operable insured automobile for authorized travel.

HUMAN RESOURCES AND LABOR RELATIONS DEPARTMENT APPROVAL:

NAME: Eric A. Herppich SIGNATURE: _____

TITLE: Director, Human Resources and Labor Relations DATE: September 22, 2014