

## FOREMAN

**GRADE: 09**

### **GENERAL DESCRIPTION**

Primary function is to plan and coordinate daily job assignments with the Area Supervisor and ensure that they are completed in a safe and efficient manner.

### **EXAMPLES OF WORK PERFORMED**

Estimates cost and orders supplies

Maintain Inventory Control

Keeps inventory on hand tools & coordinates repairs as needed

Coordinates job assignments with employees and other departments as needed

Ensures that assignments are completed and handled in a safe and efficient manner

Operates road right-of-way bridge maintenance equipment

Performs duties associated with the position of Heavy Equipment Operator

Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures

Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance

Requires regular contact within the department and with other departments, outside agencies or the general public, supplying or seeking information

Responsible for orienting and training others, and assigning and reviewing their work

Typically works outside, high noise environment, high dust, dirt, grease environment; Works alone or closely with others; Requires extensive safety training and/or protective devices, regular exposure to moving machinery and/or vehicles; Works on slippery or uneven surfaces, works above or below ground level; Regular exposure to chemicals, solvents, fumes and/or gases; Regular exposure to weather including heat, cold, dampness and/or humidity; Works in water; Typically standing and/or walking, typically bending, crouching and stooping; Typically pushing and/or pulling, light lifting or carrying 25lbs or less moderate lifting or carrying 25-50 lbs, heavy lifting or carrying 50 lbs or more; Using tools requiring high dexterity, driving and/or operating heavy equipment

Responsible to meet department productivity and goals

Maintains maintenance of vehicle and/or equipment

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Two (2) years related experience; Graduation from a high school or equivalent; Vocational or other technical school, certification, training or apprenticeship required beyond high school; Two (2) years of experience may be substituted for one (1) year of education.

### **Knowledge, Skills, and Abilities**

Knowledge of inventory control processes and systems

Ability to read and explain applicable laws and regulations

Ability to give work assignments and to supervise the work of others

Good organizational skills

Ability to understand oral and written directions

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

## MASTER ELECTRICIAN II

**GRADE: 10**

### **GENERAL DESCRIPTION**

Performs complex (master-level) work in the maintenance and repair of electrical equipment and circuits. Work involves designing, installing, replacing, and maintaining electrical systems, apparatus, components of machinery, and equipment. Works under general supervision with moderate latitude for the use of initiative and independent judgment. May assign and/or supervise the work of others in conjunction with direction provided from management.

### **EXAMPLES OF WORK PERFORMED**

Installs and repairs electrical systems, apparatus, electrical components of machinery and equipment, HVAC units, boilers, switchboards, motors, motor controls, magnetic starters, pushbutton assemblies, and primary/secondary circuit protection systems.

Maintains records and prepares reports on repairs and service to equipment.

Inspects and tests electrical equipment, lighting, and power circuits.

Troubleshoots, isolates defects, and initiates repair strategies in power panels, wiring, circuit breakers, fuses, switches, sockets, elements, devices, power panels, and other elements of electrical systems to ensure compliance with local and state electrical codes.

Interprets blueprints, sketches, and schematic drawings of electrical circuits.

Identifies all electrical terms and symbols.

Plans and oversees the installation of electrical systems in major commercial renovation projects.

Plans and oversees the long-term maintenance of electrical systems in large and small commercial buildings.

Calculates electrical loads, wire sizes/lengths, conduit size, circuit breaker and power panel requirements necessary to upgrade electrical systems to meet electrical load and local/state code requirements in both newer/older buildings and equipment systems.

Mounts motors, transformers, and lighting fixtures into position and completes circuits according to diagram specifications.

Repairs magnetic starters and remote start-stop stations; operates and maintains high- and low-voltage switches; and installs rigid, thin wall, and flexible conduit.

Wires circuits and cleans/tightens low voltage switch gears.

Performs related work as assigned.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

At least six (6) years of experience in electrical work to include major commercial/industrial experience in a manufacturing environment or preventative maintenance/repairs in a building facilities environment. Graduation from a high school or equivalent, supplemented by vocational or specialty training in an electrical trade is required, as evidenced by a valid diploma or certificate of completion. Must hold a valid Master Electrician's License and maintain such licensing requirements throughout employment.

### **Knowledge, Skills, and Abilities**

Knowledge of general principles and theory of electricity and safety regulations.

Skilled in the use of tools to include, but not limited to, drills, saws, bonding equipment, thread maker, die maker, etc.

Ability to maintain proper ventilation and heating levels, to make maintenance or electrical repairs, to diagnose malfunctioning units, to maintain records, and to supervise the work of others.

Ability to safely and effectively drive a vehicle with a trailer attached. Good working knowledge of common defensive driving techniques.

Good working knowledge of common safety practices related to proper lifting, slip/trip/fall, eye/ear/face, hand/feet, lock-out/tag-out accident prevention and safety procedures.

Ability to work well with others in a co-operative, performance-based work environment.

Good written and verbal communication skills in both English and Spanish.

Ability to add/subtract, multiply/divide, and calculate percentages/ratios.

### **PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to

walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described herein are representative of those an employee will encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
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Effectively handle a work environment and conditions which involve:

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