



UNION JOB DESCRIPTION

TITLE: Wireman Foreman

DEFINITION:

Supervises the activities and works with all substation personnel in the construction and maintenance of substation equipment in accordance with safety and construction standards and regulations. This position reports to, works with and is under the direction of the Manager, Substation Construction & Operations or designee.

DISTINGUISHING CHARACTERISTICS:

The Wireman Foreman classification is distinguished from the Wireman classification by the increased responsibility for supervising, training and evaluating crew members and ensuring safety rules and regulations are followed. This is a working Foreman position and incumbents must be able to perform the duties of a Wireman and other lower classifications and other similar and incidental duties. The Wireman Foreman assists the Manager, Substation Construction & Operations or designee in investigating special projects for workability, safety and equipment needs. Incumbents are required to purchase all personal hand tools under one-inch (1"). This is a bid classification subject to CBA articles 6.2.5 and 6.2.7 where the District will select the successful candidate based on ability and personal qualifications.

BASIC RESPONSIBILITIES:

1. Advises and assists the Manager, Substation Construction & Operations or designee in the scheduling and coordination of substation maintenance.
2. Coordinates and supervises the daily work of individuals assigned. Handles job site problems. Works with substation personnel on maintenance and construction problems; develops solutions to difficulties.
3. Constructs and maintains station steel structures, foundations, bus structures and buses, switchboards, transformers, conduit work and underground feeder terminals within the station, etc. Installs and maintains all electrical equipment used in the electrical operation of stations and substations.
4. Takes care of control batteries and care and adjustment of protective and automatic relays and other incidental equipment.
5. Writes work project reports as required. Writes and maintains accurate and timely equipment maintenance records.
6. Makes changes to construction prints as needed.
7. Provides on-the-job training as necessary.
8. Operates all necessary equipment for the maintenance and construction of stations and substations.
9. Follows and ensures application of and compliance with related safety rules contained in the District's Accident Prevention Manual and related WACs. Ensures a safe and neat working area.
10. Completes time slips and necessary reports affecting job assignments. Keeps diary of daily activities for future reference regarding damage claims, etc.
11. Evaluates crew members.
12. Establishes and maintains employee work conduct in accordance with Manager's Directives, Accident Prevention Manual, and the Collective Bargaining Agreement.

OTHER RESPONSIBILITIES:

1. Ensures proper use and care of equipment assigned.
2. Completes work in a safe and efficient manner.
3. Protects against damage to public and private property during construction and maintenance, whenever possible.
4. Performs other related duties as assigned.
5. Works as a Wireman or Wireman Helper as needed.

MINIMUM QUALIFICATIONS:

Knowledge of:

- District Accident Prevention Manual and WAC Electrical Safety Rules, Chapter 296-45 WAC.
- Must be familiar with District Safety, First Aid and CPR methods.
- District Policies, Procedures and Directives.
- Collective Bargaining Agreement.
- Work Management methods.

Ability to:

- Coordinate and direct the work of others.
- Initiate tasks and work without close supervision.
- Identify, analyze and resolve problems.
- Communicate and work effectively with all levels of the organization, other utilities and customers.
- Communicate effectively both orally and in writing.

Education/Experience:

- Three (3) years' experience at the District as a Journeyman Wireman.
- High School diploma or equivalent.
- Successful completion of an interview process.

License or Certification:

- Journeyman Wireman's card.
- Current valid Washington State Driver License*.
- CPR and First Aid Card.

*Note: Possession of a Washington State Commercial Driver License is not required.

WORKING CONDITIONS:

- Work is performed in an outdoor environment in varying weather conditions.
- Employees risk physical hazard from energized equipment and circuits.
- Must be able to lift and carry heavy equipment and materials up to 60 lbs.
- Must be able to work in elevated positions.
- Must be able to work long hours when storm conditions dictate.
- Required to respond to emergency call-outs.