

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Laborer General Foreman

JOB CODE : 031401

DATE PREPARED : May 20, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent directs/controls the work of assigned Laborer Foremen and their crews.

DIMENSIONS

The incumbent reports to an exempt supervisor and supervises other foremen and their crews.

NATURE AND SCOPE

1. Plans, directs, organizes, and controls craft work teams through subordinate foremen to accomplish Company goals and objectives;
2. Assists in formulating procedures and policies necessary for the efficient operation of the section;
3. Makes recommendations on materials, parts, and equipment; and assists in determining personnel assignments to work locations and in scheduling work flow to maximize productivity;
4. Directs and verifies work order usage with work requests to prevent any overcharging and checks work for accuracy; reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
5. Reviews craft cards to authenticate qualifications of craft workers committed to projects; conducts new employee orientation, assists in evaluating employee work performance, and recommends personnel actions; conducts weekly safety meetings to promote safety consciousness and reviews safety meeting report forms from subordinate foremen;
6. Assures that all vehicles and equipment being used meet safety regulations and that all Company policies and procedures are being followed;
7. Answers technical questions regarding craft operations. Assists in the preparation of reports, surveys, and investigations necessary to assure compliance with Company requirements and data collections needs. Assists in total quality management process improvements and customer satisfaction; surveys work areas for environment, safety, and health conditions to assure compliance with Company policies;
8. Coordinates the handling and disposal of all hazardous and nonhazardous materials;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasionally standing/walking on concrete surface in shop or outdoors at times while performing inspections/evaluations;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

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2. Frequently sitting at desk while performing administrative duties;
3. Occasional lifting/carrying 10 to 35 pounds of parts/tools/equipment for a distance of up to 50 feet;
4. Occasionally pushing/pulling 10 to 20 pounds of force using one/both hands/arms while moving materials/supplies or inspecting/evaluating work;
5. Occasional climbing/balancing on ladders/scaffolding while inspecting/supervising project or crew of craftsmen;
6. Occasional bending/twisting of knees/waist/neck while sitting at desk performing administrative duties or field inspections/evaluations;
7. Occasional kneeling/crouching while inspecting/evaluating;
8. Frequent use of hand/arms grasping/gripping/fingering/handling while processing paperwork and performing administrative duties;
9. Constant use of sight while inspecting/evaluating and monitoring work activities to ensure safe work environment;
10. Constant use of speech/hearing abilities in communicating with foremen/supervisors and in supervising assigned crafts crew.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work may be performed indoors while processing administrative tasks in a climate-controlled office environment or outdoors in the field supervising/inspecting/evaluating, subject to Nevada weather conditions. May be required to work at altitudes 6,700 feet above sea level.

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Tools & Equipment Used: General office equipment, telephone, calculator, computer, hand/power tools, shovels, rakes, brooms, ladders, saws, pneumatic tools, cement cutting equipment, tile saw, jackhammer, and any other equipment necessary. Safety equipment includes hard hats, safety shoes, dust mask, hearing/eye protection, back-support belt, and gloves.

REQUIRED TRAINING AND WORK EXPERIENCE

Minimum of two years of experience required as a Laborer Foreman; Company experience preferred.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to be fitted for respirator. "Q" clearance may be required, depending on assignment.