



ELECTRICAL FOREWORKER

FC: MA500
PG: FP-ELEC
FLSA: Non-Exempt

PC: 824
BU: 06 (SEIU)
Created: April, 1988
Revised: December 22, 2005

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, plans, directs and reviews the work of a shift of electricians engaged in the preventive maintenance, repair and modification of electrical systems and equipment in a wide variety of District facilities; provides for the instruction of staff in work and safety procedures; and performs related duties as assigned.

CLASS CHARACTERISTICS

This class assigns and directs the work of a shift of maintenance employees in a specified functional area. Work assignments to be completed are provided by a full supervisory class and the foreworker is responsible for ensuring that the work is completed satisfactorily during the shift. While the foreworker is responsible for initial appraisal and documentation of performance, employee selection and major personnel decisions are left to the full supervisor in charge.

REPORTS TO

This position reports to the Superintendent of Power & Mechanical Maintenance.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Plans daily work schedules in accordance with established preventive maintenance schedules and assigned repair list.
2. Assigns work to individuals and ensures that electrical maintenance activities are completed according to accepted standards and within established time frames.
3. Assesses and adjusts priorities to ensure that revenue operation impact is minimized; assesses scope of unscheduled repairs and assigns work or determines if work should be completed by other shifts.
4. Performs field supervision of short and long term electrical section maintenance or electrical section related projects.

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5. Instructs and supervises maintenance workers engaged in maintenance of electrical equipment including high, medium and low voltage switchgear; testing and operation of traction power, wayside and auxiliary electrical systems.
6. Assists/instructs employees in troubleshooting and planning complex installation, repairs and maintenance.
7. Physically inspects electrification facilities to ensure that maintenance problems are addressed, including substations, gap breaker stations and train stations, tube and tunnel sections.
8. Recommends approaches to specific work problems.
9. Reviews performance of electricians, counsels employees and prepares documentation of deficiencies.
10. Resolves minor disputes and informs supervisors of disciplinary problems requiring action; interprets District policies and procedures to employees.
11. Holds safety meetings and discussions on shop issues; trains employees and monitors and enforces the use of protective equipment and safe work practices.
12. Ensures that necessary parts, tools, testing devices and supplies are available for completion of the work; orders or requisitions stock or special parts and equipment as needed.
13. Reads and interprets electrical drawings, diagrams, prints and manuals.
14. Requests support from other crafts and units as required.
15. Responds to telephone and in-person requests for emergency repair and assesses the situation.
16. Maintains logs and records and prepares reports of work performed, labor hours and materials used.
17. Maintains records of District electrical equipment maintenance activities, system-wide, pertaining to traction, wayside and auxiliary power.

QUALIFICATIONS

Knowledge of:

District Safety Rules, Standard Plans, Specifications, Rules, Regulations and Operations Procedures. Methods, materials, tools and equipment used in the installation, maintenance and repair of varied industrial electrical equipment and systems.

Basic supervisory principles, including work assignment, instruction and review.
Procedures for diagnosing and troubleshooting electrical equipment and system problems.
Principles and practices of safety in electrical equipment and system repair and

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maintenance, including safety procedures for working around high voltages.
Procedures for ordering and requisitioning parts, tools and supplies.
Applicable national, state and local codes and regulations.

Skill in:

Planning, assigning, directing and reviewing the work of Electricians.
Instructing staff on work and safety procedures.
Analyzing electrical equipment and system repair and maintenance problems, establishing the scope of work required and recommending approach to the work.
Preparing and maintaining accurate records, logs and reports.
Reading and interpreting manuals, diagrams and schematics.
Establishing and maintaining effective working relationships with those contacted in the course of the work.
Exercising sound independent judgement within established guidelines.
Leadership and organizational ability.
Operating the District's radio and telephone communication systems in compliance with District Rules, Regulations and Procedures.

MINIMUM REQUIREMENTS

Education:

Possession of a high school diploma, GED or recognized equivalent and a formal apprenticeship in the electrical craft.

Experience:

Two (2) years of (full-time equivalent) journey level experience in the installation, maintenance and repair of a variety of electrical systems and equipment, which must have included at least six (6) months in a supervisory or lead capacity; or must have completed a supervisory course at an accredited institution or its equivalent. Experience with high voltage and industrial or plant equipment is desirable.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.
Must be willing to work shifts and be subject to overtime in emergencies.
Must be able to understand, read and communicate in English.
Must be physically able to inspect on-site work of others.
Must be physically able to walk long distances over various terrain including, but not limited to, uneven, wet or inclined ground.
Must be physically able to climb stairs and ladders to a height of 90 ft.
Must be able to wear respiratory protective equipment during the performance of assigned duties in accordance with the District Respirator Program and applicable Cal-OSHA requirements.

WORKING CONDITIONS

Environmental Conditions:

Shop environment; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

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Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting, or climbing for prolonged periods of time.

BART EEO-1 Job Group: 2500 - Foreworkers/Other
Census Code: 6200 - First Line Spv of Const./Extr
Safety Sensitive: N