

Job Duties – Foreman Electrician

In addition to the duties of an Approved Electrician a job description of which has been provided previously to you the following additional tasks shall be undertaken. (This list is not exhaustive and is to include any obviously missed items and may be revised from time to time)

1. – Site Diary. A site diary shall be kept & filled in daily and it shall detail;

- 1.1. All direct labour / subcontractors present on site
- 1.2. Deployment of labour (addresses etc)
- 1.3. Plant on site including vehicles)
- 1.4. Any deliveries (note no etc)
- 1.5. Any site visits, who, why when etc.
- 1.6. Any incidents or unusual events,
- 1.7. Any meeting, agenda, those in attendance etc.
- 1.8. The Forman's time sheet shall be included in the site diary.

2. – Liaison Duties. The site Forman shall liaise with the following parties to ensure the smooth running of the site.

- 2.1. Client site management.
- 2.2. APS staff & subcontractors.
- 2.3. The householders, tenants & occupants of the buildings.
- 2.4. BCHT staff & officials.

3. Compliance Duties. The site Forman shall ensure all work and operations are in compliance with the following;

- 3.1. Health & safety legislation.
- 3.2. Client, company & site health & safety rules,
- 3.3. BS 7671-2001 and other relevant standards,
- 3.4. BCHT specifications & standards.
- 3.5. NOTE: BCHT and or other contractors will carry out spot check inspections of our work.

4. Verification. Complementary to his compliance duties above the following verification duties shall be undertaken.

- 4.1 Regular visual inspection of work in the process of being undertaken for both quality and specification compliance.
- 4.2 Visual inspection on completion for both quality and specification compliance.
- 4.3 Electrical testing & certification.

5. General Daily Duties. In addition to the above four items which are ongoing requirements the following daily / weekly duties are to be undertaken.

- 5.1 Visit all APS & subcontractor labour in the properties they are working in as soon as you arrive on site to ascertain they are complying with the above. Note any non-compliance in the site diary & speak to any individual(s) concerned. This visit is to be repeated at regular times throughout the working day.

Job Duties – Foreman Electrician

- 5.2 Whilst in each property speak to the tenant and ask them if they are pleased with the conduct of the electricians. Record any non compliances or adverse comments.
- 5.3 When all site labour has been visited visit the site management team. Speak to the site agent, the foreman and the TLO. Any problems are to be recorded and addressed immediately if possible. Any serious non-compliance to be reported immediately to the office.
- 5.4 Labour & materials shall be used efficiently and in a commercially sensible way. Any surplus labour is to be declared & returned to the office. Materials likewise shall not be allowed to accumulate on site or in the cabin but shall be returned to the office.
- 5.5 House teams will be paid on completion of houses they will not be paid any daywork unless a daywork sheet has been fully completed & signed by you or the site agent. In all cases daywork sheets must be stapled to the time sheet of the individual concerned.
- 5.6 Kits shall be produced and any low stock levels reported to management.
- 5.7 A photocopy of each weeks' diary page(s) shall be provided.

Carrying out all aspects of electrical work including but not limited to;

General rewiring and new installations in but not limited to , schools, offices, shops, hospitals, factories & public buildings.

Testing of completed & part completed installations to IEE requirements including the use of PAT testers including periodic inspection & testing.

Installation & testing of fire alarms & emergency lighting systems,

Liaison with customers and company staff regarding jobs,

Reading drawings and on certain jobs designing your own circuit requirements (cable sizes & routes etc) and most economic and practical installation methods.

Assessing and ordering material requirements,

Carrying out minor builders works (cutting, chasing, boring & plaster patching)

Organising the work for any other company personnel on “your” job,

Supervising, electricians, mates & apprentices.

Driving to jobs,

To enable you to carry out the above job you should have;

A good all round skills base, be conversant with all installation methods including but not limited to;

PVC/PVC cable installation,

PVC cable installation in trunking & conduit both plastic & metal,

MICC cable installation & termination

Job Duties – Foreman Electrician

FP200 type cable installation,

PVC/SWA/PVC cable installation & termination,

All cable containment methods, clipped direct / capped, tray, basket, trunking inc' dado, conduit both plastic & metal,

All ancillary equipment related to the above,

Experience of the following would also be classed as beneficial, but not essential

Security Systems,

Computer wiring (UTP LAN Catt five/ Ethernet)

Telephone Systems,

Nurse call / Door entry systems,

TV aerial distribution,

Basic plumbing skills,

Basic plaster patching skills,

Attendance on relevant training courses,

Additional Information.

In many cases you would be given the details of a job to carry out and would be expected from the drawings / details given to complete the job with out any further input from the company management i.e.

- 1) Assess & book out or order materials, 1st & 2nd fix,
- 2) Asses & book out any special plant requirements,
- 3) Liaise with any other trades involved and the client,
- 4) Complete the installation,
- 5) Test & commission the installation.

Obviously certain aspects of the job would be communicated to management immediately including such things as additions / omissions and any other changes to the specified job that came to light.

On large jobs it is likely that management would attend site as often as was required to assess progress / quality and deal with any changes to the job content.

Job Duties – Foreman Electrician

Hours of Work / Remuneration - Approved Electrician.

Rate of pay basic	Up to £ 9.25 p.h *
Over time paid.	After 8hrs in a day, providing basic hours total more than 40 by the weeks end.
Hours of work	Monday – Friday 7.30a.m - 4.30p.m (these may be varied to suit particular contacts)
Travel	In accordance with JIB rates.
Paid holidays	All statutory holidays plus 3 weeks (subject to qualifying service)

* The company is prepared to negotiate on an individual basis with persons who consider themselves to be well above average, are flexible and have a “get the job done” ethos.

Whingers, “PowerStation men” and people who have worked for lots of agencies on lots of big jobs are likely to be entirely unsuitable for the positions.