



GENERAL FOREMAN JOB DESCRIPTION

Morrow-Meadows Corporation is accepting applications for a full-time General Foreman in the Electrical Division. We are looking for a dynamic person with good communication and people skills who wants to expand their talents.

Responsibilities:

- Responsible for the Safety and Field Labor on Project assigned
- Review individual crew daily Job Hazard Analysis (JHA) for compliance
- Attend weekly crew safety meeting to make sure all employees are engaged in conversation
- Knowledge of Labor units/Production units and set attainable goals for crew
- Track production of crew members to make sure minimum daily installation units are achieved
- Understand specifications and complete Spec aid with Project manager, distribute and make sure crew Foreman properly informed
- Maintain Accurate Record/Progress Drawings in accordance with MMC standards
- Use 2-week planner to outline plan for crew labor, tools and material and expect same from each crew Foreman
- Knowledge of plans and specifications relating to all aspects of Electrical/FA/LV/Systems/Lighting/etc. installations for the entire project
- Lead by example in a professional workmanlike manor, role model for crew Foreman, challenge all employees to achieve excellence
- Share any Document conflict discovered with project management as soon as discovered
- Ensure all work installed meets CEC, NEC, state, federal, or any other codes that apply to the project jurisdiction
- Maximize the use of Pre-Fab and Packaging on all task and projects using a Pre-Fab Coordinator
- Work with Constructability, specifically on all Design Assist or Design Build projects (take ownership of the process to achieve optimum results)
- Share any concerns that an inspector may have with an installation, seek the advice of Area Superintendent
- Conduct pre-employment interviews with all applicants for hire, hiring only qualified candidates
- Review crew time entries and report all time daily into Austin Lane Mobile time reporting system
- Review all crew material and tool orders prior to release for delivery to project
- Report all accidents, injuries, near misses to Safety Department and General Field Superintendent immediately

- Work with Safety Department to assess and prepare Fall Protection Plan for any work on roof tops, openings or leading edges as required by MMC Safety Program
- Assign Foreman/Crew with NFPA 70E training to supervise any persons performing energized work to include voltage verifications after de-energizing circuits
- Complete Field Work Orders (FWO) for all extra non-contract work, after obtaining PCO number from Project Manager in accordance with MMC FWO training
- Learn all employee's names, make sure name is on hard hat and get to know everyone's strengths and weaknesses and assign them accordingly
- Review Project schedule weekly and note any delays, changes or deficiencies to Project management Team
- Manage and track all tools, make sure that the appropriate number of tools are matched to the crew size, return all defective tools with tool tag with a brief description of problem
- Build effective and cost efficient composite crews
- Review and plan appropriate equipment and materials for project
- Actively participate with MMC Lighting and Controls Department to achieve most efficient installation, Commissioning and Title 24 Acceptance
- Work with entire team to look for solutions and mentor crew Foreman to do the same
- Review monthly posted list of all required employees CA state certification with expiration date and notify individuals to prevent interruptions from non-compliant workers

Requirements:

- Foreman Training Class, and must attend MMC Foreman Training class (at next available MMC class)
- Anti-harassment training
- OSHA – 30 or equal training
- Current First Aid/CPR certification
- CALCTP training (Lighting Foreman)
- NFPA70E (for supervisors and installers)
- CA State General Electrician License
- Resume of past completed projects, experience and documented training certifications
- 3-year experience on successfully completed projects preferred

Benefits:

- Union Benefits including outstanding retirement and health insurance plans
- A company bonus program that pays out to eligible employees based on company profitability, performance and longevity
- Truck and gas card contingent upon experience and knowledge
- Training and advancement to other positions
- iPhone, tablets and laptops depending on situation

Contact information:

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