

**Job Title:** Foreman Electrical Shop

**Wage/Hour Status:** Hourly

**Reports to:** Director

**Pay Grade:** 409

**Dept/School:** Maintenance, Buildings & Grounds

**Date Revised:** November 27, 2023

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**Primary Purpose**

Address the electrical needs of district schools by scheduling routine electrical maintenance, directing personnel, coordinating electrical emergency maintenance, and designing new electric extensions.

**Qualifications**

**Education/Certification**

High School Diploma/GED  
Valid Texas Driver's License  
Valid Master Electrician License

**Special Knowledge/Skills**

- Ability to communicate effectively
- Knowledge of electrical circuits and wiring and operating principles of motors
- Knowledge of local electrical codes
- Ability to read blueprints, schematics, and written reference material
- Ability to perform mathematical calculations
- Ability to diagnose and resolve problems
- Ability to use hand and power tools
- Ability to follow written and verbal instruction
- Ability to interpret policies, procedures and data
- Strong organization, communication, and interpersonal skills

**Experience**

Five (5) years experience as a journeyman electrician

**Major Responsibilities and Duties**

1. Inspect work requests to determine the necessity, urgency, and degree of repair.
2. Plan, coordinate, and inspect the activities of workers engaged in electrical maintenance, repair, and installation.
3. Plan wiring and installation of equipment and fixtures such as motors, switches, and fuse boxes according to blueprints, schematic drawings, and sketches.
4. Inspect wiring and fixtures for conformity to specifications and appropriate codes using test equipment such as a voltmeter and ohmmeter.
5. Manage the proper maintenance or installation of electrical power or lighting systems according to appropriate codes.
6. Teach and enforce safe practices and procedures.
7. Recommend the promotion or termination of subordinates to Director; also reprimand subordinates.
8. Address emergency electrical maintenance by scheduling personnel.
9. Obtain permits from City Hall for the connection of portable classrooms.
10. Order, purchase, receive and maintain materials and equipment necessary for electrical repair and maintenance.
11. Review drawings for proposed construction to develop an efficient electrical system.
12. Operate vehicle, equipment, and use tools following established safety procedures.
13. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
14. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
15. Maintain tools and equipment and perform preventive maintenance as required.
16. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise Electricians and Trade Assistants

**Equipment Used**

Multimeter, ohmmeter, oscilloscope, and testing equipment; soldering iron; wire puller; pipe benders and threaders; hand and power tools (saw, drills, etc.); trencher; jackhammer; concrete saw; ladder. Light truck or van.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Continual walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying. Work in tiring and uncomfortable positions; indoor and outdoor; around electrical power lines. Exposure to extreme temperatures. Must be able to lift 45 pounds or more. Frequent districtwide travel.

**Terms of Employment**

238 days; hourly rate to be established by the Board of Trustees  
Flexible work schedule may include Saturday and Sunday as regular workdays

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.