

JOB DESCRIPTION

Position Title: Master Electrician

Reports To: CEO

Department: Electrical

Date Written: 11/20/2014

FLSA Status: Exempt

General Purpose: The Master Electrician functions as the senior electrician and manages and oversees all levels of electricians and electrical projects. The Master Electrician is responsible for electrical work performed by the Company and is the license holder for the Company.

Essential Duties/Responsibilities: This job requires the ability to conduct in-depth technical conversation with IT Directors in order to define customized solutions. Commutes to varying job sites as may be needed.

- Manages electrical staff and electrical projects.
- Obtains material pricing and develops partnerships with vendors.
- Performs site surveys, estimates, completes layout and field design for electrical projects, and completes proposals per project scopes.
- Manages multiple projects with various foremen and crews.
- Forecasts manpower requirements, attends weekly forecast meeting, submits future requirements.
- Coordinates and schedules appropriate manpower necessary for the execution of contracted work and within projected budgets.
- Interfaces with customers, general contractors and government authorities as a representative of the Company.
- Provides Work-in-Process information and attends customer and company meetings.
- Completes Project Completion Checklist, performs final walkthrough with Foremen.
- Ensures completion and delivery of final documentation.
- Responsible for electrical related safety and regularly conducts safety inspections.
- Coordinates electrical and safety training on the job in the field as well as more formalized training in a classroom setting and performs regular safety inspections.
- Obtains all permits and ensures all regulatory requirements are met.
- Focuses on profitability, budget and schedule.
- Maintains electronic/paper project folders.
- Other duties as may be required.

Job Qualifications:

- Carries SME and National Electrical Code licensing.
- Licensed Master Electrician with 8 years of experience.
- Minimum of 12,000 hours of on-the-job electrical experience.
- OSHA 30 certified.
- Proven ability to manage electrical projects and manpower.

Working Conditions:

- Ability to lift, carry and/or move up to 75 lbs, bend, twist, climb, reach, grip, walk, stand, site, crawl, kneel, squat and work in construction areas.
- Will be exposed to moving mechanical parts, airborne particles, chemicals and moderate noise levels.
- Ability to travel up to 50% of the time.

ACKNOWLEDGEMENT

I, _____, acknowledge receipt of my essential job duties and working conditions. I understand that these are my core responsibilities and that other duties may be assigned as needed. I have had adequate time to consider this Job Description and by signing below, I am accepting responsibilities associated with this position.

EMPLOYEE

DATE