



## Electrical Instrument Foreman

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### **DEFINITION**

This is foreman level work involving planning, scheduling, coordinating and quality control monitoring of all instrumentation/electrical work for an assigned Water Treatment Plant. The foreman supervises journeymen engaged in the repair, maintenance, calibration and testing of supervisory data gathering systems, fluoride analyzers, chlorine analyzers, P.4. meters, turbidity meters, conductivity meters, programmable logic controllers, process control systems and other related equipment and systems.

The foreman develops, expands and uses a computerized maintenance management system in the planning, scheduling and monitoring of instrumentation/electrical maintenance and repair activities.

### **TYPE OF WORK**

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Unskilled    | <input type="checkbox"/> Journeyman                  |
| <input type="checkbox"/> Semi-skilled | <input checked="" type="checkbox"/> Above Journeyman |
| <input type="checkbox"/> Skilled      |  |

### **TYPICAL DUTIES \***

Supervises and coordinates the work of tradespeople, utility workers and site contractors in conjunction with department policies, procedures, work standards and safe work practices.

Develops and expands existing maintenance management program to meet the needs of the water plants and distribution system.

- a. Reports on progress of planned and scheduled activities. Ensures schedule and planning timetable is adhered to.
- b. Responsible for updating preventive and annual maintenance plans to meet changing technology and the needs of plants and reservoirs.
- c. Reviews maintenance history and develops material, labour and budget requirements for annual and 3 to 5 year budgets.
- d. Develops objectives in accordance to plant guidelines and overall plant objectives.

Insures maintenance activities are documented and recorded on the maintenance management system.

Provides technical input for plant modification and equipment requirements. Participates in task forces and design meetings. Supervises and participates in commissioning and acceptance testing.



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Participates in the work of the trade (five to ten percent of the time), usually in an emergent situation.

Provides technical, policy and practical training for the assigned section through in-house and outside training resources.

Assumes responsibility of maintenance supervisor during vacation and business absences. Performs other related duties as required.

### **SUPERVISORY/LEADHAND RESPONSIBILITIES**

Normally responsible for five to ten journeymen.

Responsibility includes participating in hiring selections, training, assigning work, checking work, doing performance appraisals and assisting the Maintenance Supervisor with employee counselling and performance improvement.

### **ENVIRONMENTAL AND WORKING CONDITIONS**

Water treatment chemicals are a day-to-day hazard. Other working conditions are those normally found in a plant environment and those hazards inherent in working with electricity.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

Completion of Grade 12, or an equivalent combination of training and experience

Possession of Journeyman Instrument Mechanic and First Class Electrical certificates

Minimum of 5 years of related experience in water treatment or industrial plant maintenance

Demonstrated supervisory ability

Basic microcomputer skills

Completion of a foremanship or supervisory training course recognized by the City

Good oral and written communication skills

Valid Class 5 Alberta Motor Vehicle Operator's License



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### On-the-Job Training

Continual training program to keep abreast of advances in the electrical and instrumentation industry.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	62M	62D
Job Code		1395
Grade		005
Last Updated:	2003-12	
Previous Updates:		
Originated:	1991-08	