

## Job Description

### Special Projects Foreman I (SPF-I)

#### Special Projects Include: Controls, Fire Alarm, and Tele Data

Integrity, Skill, and Imagination aren't merely slogans at Merit Electric; they're the cornerstone principles guiding our operations daily. If you're seeking more than just a job in your electrical career, longing for a place where these values are not only celebrated but are the foundation of every project and every day, and you're eager for clear paths of advancement with training and support, then you belong at Merit. Join us, and let's power the future together.

The Special Project Foreman I (SPF-I) position is an entry level Special Projects Foreman is where you will oversee a small special project, or areas of a larger more complex special project. Our leveling system—Level I, II, and III—charts a clear, structured career path in low voltage type construction, each stage marking a growth in experience, leadership, and responsibility.

This is an hourly, non-exempt position. Reporting structure will be assigned per project.

## Responsibilities and Duties

- Oversee electrical system installations on smaller construction projects, assigning tasks, responsibilities, and ensuring compliance with safety and quality standards
- Review project documents comprehensively prior to project start, including scope of work, construction drawings, submittals, specifications, and contracts
- Coordinate with the project team on planning, scheduling, procurement, and execution of phases
- Build and help implement Merit internal work packages for the crew
- Oversee the integration of vendor shop drawings, Merit's internal schedule, and coordination with all subcontractors for effective project delivery
- Ensure Merit tools and equipment are used properly and being maintained
- Management of minor material procurement, ensure timely crew timecard approvals, Merit production tracker approval, daily logs, and attend weekly subcontractor meetings
- Verify received materials and all equipment, against approved submittals before installation.
- Manage materials on jobsite for organization, quantities, and location(s)
- Manage manpower needs effectively and coordinate with the warehouse for timely deliveries.
- Perform electrical tasks, provide mentorship to junior staff, emphasizing safety and compliance with National Electrical Code (NEC) and local Authority Having Jurisdiction (AHJ).
- Ensure the highest quality work, adherence to timelines, and budget management
- Help troubleshoot, and ensure quality control inspections are completed
- Manage Merit subcontractors
- Proctor labs for Merit apprentices as required by their apprenticeship school
- Other duties as assigned

## Skills

- Integrity, Skill, and Imagination
- Customer-centric, with exceptional leadership, team-building, and communication capabilities
- Ability to recognize and set priorities

- Proficient in prioritizing multiple tasks effectively
- Proficient in reading all drawing sets and following directions to job sites
- Competent in loading, securing, and unloading materials and tools safely
- Physically able to undertake and complete manual tasks
- An internal drive for continuous learning and improvement, including welcoming direction and constructive feedback as opportunities for growth
- Ability to use a computer and various software platforms including but not limited to Microsoft Office Products, Bluebeam, Smartsheet's, Procore, and Navisworks

## Education and Experience

- High School Diploma or GED equivalency
- Valid Driver License required
- Satisfactory Motor Vehicle report
- Possess and maintain a valid electrical Journeyman and/or NICET level III license in Colorado and Wyoming, or will reciprocate for Wyoming upon employment.
- 6 year's electrical trade experience, 2 years low volt, controls, fire alarm, etc. preferred
- Strong understanding of low voltage systems, construction processes, and effectively managing crews
- Candidates should have completed, or be willing to undergo, the following Merit Electric training modules or their equivalents: Customer Service Essentials, Blueprint Reading, Communication in the Workplace, Supervision and Management, Intro to Lean-6 Sigma, Project Management Training, Change Management, Blue Beam intermediate level, Advanced Blue Beam, Smartsheets, 100% Plan Review, Specification Review for RFI and project implementation.

## Physical Requirements

- Ability to work in both extreme hot and cold conditions
- Ability to safely lift up to 50+ lbs.
- Ability to regularly attend classroom education and labs
- Repetitive use of arms, hands, and fingers
- Ability to bend, stoop, squat, crawl, climb, kneel, balance, push, pull, and reach overhead
- Ability to dig trenches, either by use of hand tools or power equipment
- Ability to work 40 hour weeks, night shifts and overtime as required
- Ability to work in restricted areas (manholes, utility tunnels, crawl spaces, attics, etc.)