

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Ironworker Foreman

JOB CODE : 071202, 071302

DATE PREPARED : July 22, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises and participates in the fabrication, rigging, placement, tying, and welding of reinforced steel in accordance with plans, specifications, and the Concrete Reinforcing Steel Institute (CRSI) Manual of Standard Practice.

DIMENSIONS

The incumbent reports to a general foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Prepares cutting list and placing schedule; ensures that reinforcing steel is bundled and tagged so that it can be traced back to Certified Mill Test Reports; may perform same duties as craftspeople being supervised;
2. Plans, issues, reviews work, and provides directions to the craft work team under supervision of this position; has detailed knowledge of CRSI Manual of Standard Practice;
3. Interprets specifications, drawings, and job orders as needed for area of supervision;
4. Establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel;
5. Tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised;
6. Makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy;
7. Answers technical questions regarding craft operations; reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
8. May study schedules and estimate work hour requirements for completion of job; conducts weekly safety meetings to promote safety consciousness;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking indoors/outdoors on uneven terrain up to one mile throughout shift, depending on assignment;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

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2. Frequent lifting/carrying tools/equipment/metal stock up to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds;
3. Occasional climbing stairs/ladders/scaffolding;
4. Constant bending/twisting at waist/knees/neck while tying off rebar and performing other job functions;
5. Constant kneeling/crouching while performing duties at or near ground level; frequent working in awkward positions and cramped spaces;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering; frequent overhead reaching is required while using tools and equipment necessary in job performance;
7. Constant use of sight abilities in performing duties and in maintaining a safe work environment; visual requirements include hand/eye/foot coordination and visual acuity in near- and mid-range;
8. Constant use of speech/hearing abilities in communicating with coworkers and supervisors.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors in prefab yard or at jobsite exposed to typical Nevada weather conditions.

Tools & Equipment Used: Hand/power tools, welding equipment, mechanical shears, torch-cutting equipment, rebar, and 20 to 30-pound tool belt; safety equipment includes gloves, hard hat, safety shoes, eye/hearing protection, and respirator when required.

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REQUIRED TRAINING AND WORK EXPERIENCE

Reinforcing Ironworker Foreman position requires two years of experience as a Reinforcing Ironworker or completion of a recognized apprenticeship program. Structural Ironworker Foreman position requires three years of experience as a Structural Ironworker with welding experience or completion of a recognized apprenticeship program. When welding is required, must be qualified and be able to demonstrate continued proficiency in accordance with REECo's General Welding Standard WQ-1, as described in the REECo Welding Manual, Volume II.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. May be required to have "Q" clearance. Must be fitted/qualify for respirator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Ironworker General Foreman

JOB CODE : 071202, 071302, 071301, 076201

DATE PREPARED : July 22, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises Ironworker Foremen to coordinate the work of Reinforcing Ironworkers and Structural Ironworkers in the fabrication, rigging, placement, tying, and welding of reinforced steel in accordance with plans, specifications, and the Concrete Reinforcing Steel Institute (CRSI) Manual of Standard Practice.

DIMENSIONS

The incumbent reports directly to an exempt supervisor and supervises other foremen and their crew.

NATURE AND SCOPE

1. Plans, directs, organizes, and controls craft work teams through subordinate foremen to accomplish Company goals and objectives; assists in formulating procedures and policies necessary for the efficient operation of the sections; answers technical questions regarding craft operations;
2. Orders reinforcing steel and requests Certified Mill Test Reports (CMTRs) for material; checks incoming material and verifies CMTR, heat number, bar size, and purchase order number; ensures segregation and tagging so material is always traceable to CMTR;
3. Prepares cutting list and placing schedule; ensures reinforcing steel is bundled and tagged so that it can be traced back to CMTRs; must have detailed knowledge of CRSI Manual of Standard Practice;
4. Makes recommendations on materials, parts, and equipment; assists in determining personnel assignments to work locations and in scheduling work flow to maximize productivity;
5. Directs/verifies work order usage with work requests to prevent any overcharging; checks work for accuracy;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes; reviews craft cards to authenticate qualifications of craft workers committed to projects; conducts new employee orientation and assists in evaluating employee work performance; recommends personnel actions;
7. Conducts weekly safety meetings to promote safety consciousness; reviews safety meeting report forms from subordinate foremen; assures all vehicles/equipment being used meet safety regulations and that Company policies/procedures are being followed; surveys work areas for environment, safety, and health conditions to assure compliance with Company policies;
8. Assists in preparation of reports/surveys/investigations necessary to assure compliance with Company requirements and data collection needs;
9. Assists in total quality management process improvements and customer satisfactions;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality, and security programs;

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11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking in office/shop on concrete surface or outdoors for distances of one-quarter to one-half mile;
2. Frequent sitting at desk while processing administrative paperwork;
3. Occasional lifting/carrying 10 to 50-pound parts/tools/equipment for a distance of up to 50 feet;
4. Occasional pushing/pulling doors/drawers;
5. Occasional climbing on ladders/scaffolding while inspecting/evaluating project or craft workers;
6. Occasional bending/twisting of knees/waist/neck while operating vehicle or performing administrative duties;
7. Occasional kneeling/crouching while inspecting/evaluating installations/repairs;
8. Frequent use of both hands/arms in grasping/gripping/handling/fingering while performing administrative duties; may at times work with arms extended/overhead;
9. Constant use of sight while inspecting/evaluating/monitoring craft workers/project;
10. Constant use of speech/hearing abilities in communicating with craft workers/foremen and in supervising assigned crew.

Mental

1. Constant mental alertness/attention to detail/accuracy required in ensuring work is performed in compliance with all specifications/regulations and in maintaining a safe work environment;
2. Must possess excellent planning/organizational skills and ability to delegate work in order to schedule crews, assign duties, and ensure completion of all projects within required deadlines;
3. Must be able to use independent judgement, problem-solving skills, and ability to apply knowledge/experience to all situations in order to determine materials/parts/equipment requirements, resolve problems, develop new procedures/policies, etc.;
4. Must possess excellent mechanical aptitude and spatial reasoning abilities in order to determine the best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
6. Must be able to read/understand technical information/manuals/policies/procedures/work orders/blueprints/diagrams and Material Safety Data Sheet guidelines;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, and time constraints;
8. Must possess excellent interpersonal and oral/written communication skills in order to deal with all level of personnel in an effective/professional manner and to review/complete required paperwork accurately;

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9. Must possess excellent supervisory/leadership skills in order to provide guidance/training to assigned personnel in an effective/positive manner;
10. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in climate-controlled office environment or outdoors in yard or at jobsite, exposed to inclement weather conditions while performing inspections/evaluations of crafts/crewmen and the work being done.

Tools & Equipment Used: General office equipment, telephone, calculator, and other equipment as needed to perform inspections/evaluations and other administrative duties. Safety equipment includes gloves, hard hat, safety shoes, eye/hearing protection, and respirator when required.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience as a Reinforcing Ironworker or four years of experience as a Structural Ironworker and working knowledge of applicable portions of the REECo QS program are required. Supervisory skills are desirable and ability to work with supervision, customers, personnel being supervised, and other craft workers.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.