

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

**POSITION TITLE:** Plumber/Refrigeration Mechanic Foreman

**JOB CODE :** 036802, 031802

**DATE PREPARED :** May 18, 1993

**Revised:** December 13, 1993

---

**SUMMARY STATEMENT**

The incumbent directly supervises plumbers and refrigeration mechanics according to instructions received from the Plumber/Refrigeration Mechanic General Foreman.

**DIMENSIONS**

The incumbent reports to a Plumber/Refrigeration Mechanic General Foreman or exempt supervisor and supervises a crew of craftsmen.

**NATURE AND SCOPE**

1. Plans, issues, reviews work, and provides directions to assigned craft team; may perform same duties as craftpersons being supervised;
2. Establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel; directs employees to ensure that work is of good quality and is performed in a timely manner;
3. Interprets specifications, blueprints, drawings, and job orders as needed for area of supervision; tracks materials inventory and maintains required records; makes material take-offs; orders supplies and materials required and ensures that they are delivered to jobsite;
4. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies and procedures applicable to this work;
5. Makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
7. May study schedules and estimate work hour requirements for completion of job;
8. Conducts weekly safety meetings to promote safety consciousness;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

**ESSENTIAL JOB FUNCTIONS**

**Physical**

1. Constant standing/walking throughout shift on all types of surfaces, uneven terrain, in shop and outdoors for short distances up to one to two miles/shift, depending on assignment while inspecting/evaluating craft crewmen and their respective work;

<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>

## Plumber/Refrigeration Mechanic Foreman

2. Occasional sitting while performing shop tasks or administrative duties;
3. Frequent lifting/carrying paperwork, tools, equipment, materials, and metal stock, 1 to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds of heavy metal stock, welding cylinders, etc.;
4. Frequent pushing/pulling using both hands/arms while performing inspections/installations, fabrication, assembly, construction, and working with heavier materials, exerting up to 75 pounds of force;
5. Frequent climbing/balancing on stairs, ladders, and scaffolding while performing maintenance and construction on roofs or ductwork;
6. Frequent-to-constant bending/twisting at waist/knees/neck while performing fabrication, installation, and administrative duties;
7. Frequent kneeling/crouching/crawling, depending on task assigned, while performing inspections/evaluations and duties at or near ground level; frequent working in awkward positions and cramped spaces;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering/squeezing while performing administrative duties and while using tools and equipment to assemble, fabricate, and shape metal parts/structures; overhead reaching while working with tools may be required;
9. Constant use of sight abilities while operating equipment and tools and in maintaining a safe work environment; visual requirements include hand/eye/foot coordination and visual acuity in near- and mid-range;
10. Frequent use of speech/hearing abilities in communicating with coworkers and supervisors; constant use of hearing abilities while working around equipment to maintain safe work environment.

### 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.

## Plumber/Refrigeration Mechanic Foreman

### **WORKING CONDITIONS AND EQUIPMENT USED**

Work is performed in shop environment 20 percent of the time and in the field 80 percent of the time completely exposed to Nevada weather conditions.

Tools & Equipment Used: Hand/power tools, jackhammer, cranes, forklift, welding equipment, and other equipment as needed. Safety equipment includes anti-C suits, coveralls, gloves, hard hat, safety shoes, safety glasses, and respirator.

### **REQUIRED TRAINING AND WORK EXPERIENCE**

Four years of experience as a refrigeration mechanic welder or completion of a certified apprenticeship program. Previous supervisory experience or assignment to lead role is desirable. When welding is required, must be currently 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**

Brazing certification required. Must be able to pass appropriate Environmental Protection Agency certification. Valid driver's license required.