



**Working Foreman**  
**Position Description**  
February 2024

Classification:	Non-Union	FLSA Status:	Non-Exempt
Employment Status:	Full-time	Location:	Mandan, ND
Department:	Operations		Dickinson, ND
Reports To:	Chief Operating Officer	Supervises:	N/A

**DISCLAIMER:** THIS IS NOT INTENDED TO CREATE A CONTRACT OR BE AN ALL-INCLUSIVE LIST OF DUTIES. THIS DESCRIPTION MAY BE CHANGED AT ANY TIME WITHOUT NOTICE. IN ORDER TO MAXIMIZE FLEXIBILITY AND EFFICIENCY, EMPLOYEES MAY BE ASSIGNED ADDITIONAL DUTIES AS DEEMED NECESSARY. ALL PRIOR POSITION GUIDES OR DESCRIPTIONS FOR THE ABOVE LISTED POSITION ARE HEREBY REVOKED AND SUPERSEDED.

**PURPOSE FOR THE POSITION:**

This position provides efficient and effective leadership in the construction, operation, and maintenance of utility services that assure members safe and reliable electric service.

**QUALIFICATIONS AND EXPERIENCE:**

To perform efficiently in this position at least five (5) years of continuous experience with construction and maintenance in the electrical distribution and transmission field at Journeyman Lineworker's level is required. Demonstration of supervisory skills required. A valid North Dakota Commercial Driver's license (CDL), including air brake endorsement, or ability to obtain within 90 days of hire, is required.

**CORE COMPETENCIES:**

1. Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
2. Review and abide by established policies and procedures of the organization and associated entities.
3. Promote safety in every activity and attend scheduled safety meetings. Become familiar with and abide by the organization safety rules and procedures.
4. Promote teamwork through communication and cooperation. Treat co-workers in a respectful, considerate, and professional manner and consider the opinions and personal needs of others.
5. Accept and adapt positively to changes in the position and within the organization and associated entities. Develop a commitment to accept ongoing change.
6. Be a positive influence within and outside the organization and associated entities.
7. Support the organization's mission by staying current with information to cultivate and positively project the organization's philosophy.
8. Provide leadership that stimulates a high standard of morale and ethics among employees of the organization.
9. Accept responsibility for the duties of the position. Work diligently towards completing accurate work assignments.

**ESSENTIAL JOB FUNCTIONS:**

1. Assist COO with the evaluation, development, and implementation of programs, policies, and procedures that promote and facilitate effective and efficient operation of the organization.
2. Actively participate in the planning and design to ensure the effectiveness of the organization's work plan.
3. With safety as top priority, delegate responsibility and authority as needed to employees or crews to achieve effective results.
4. Consult with the COO or business manager on all employee actions, safety issues, project disparities, and training or education needs.
5. Develop efficient daily work schedule and assign work crews that best utilize materials and transportation.

6. Determines changes in daily work schedule when required or during an emergency.
7. Maintain current knowledge and understanding of OSHA, RUS, NESC, EPA, and other applicable standards and regulations to ensure the organization operates in a safe and efficient manner.
8. Assist COO with the maintenance and replacement of equipment on a regular schedule to limit unnecessary interruptions.
9. Performs other tasks and assumes other responsibilities as assigned COO or business manager.

<b>PHYSICAL REQUIREMENTS:</b>	<b>0 - 24%</b>	<b>25 - 49%</b>	<b>50 - 74%</b>	<b>75 - 100%</b>
Seeing: Read documents and computer screen and operate vehicle.				<b>X</b>
Hearing: Communicate in person and via telephone.				<b>X</b>
Standing/Walking:				<b>X</b>
Fingering/Grasping/Feeling: Use of pen, keyboard				<b>X</b>
Climbing/Stooping/Kneeling, etc.: Stairs				<b>X</b>
Lifting: Able to lift a maximum of 50 pounds from the floor			<b>X</b>	
<b>WORKING CONDITIONS:</b>	<b>0 - 24%</b>	<b>25 - 49%</b>	<b>50 - 74%</b>	<b>75 - 100%</b>
Indoors, In an Office	<b>X</b>			
Indoors, Warehouse/Shop		<b>X</b>		
Outdoors, Moderate/Extreme Weather Conditions			<b>X</b>	
Working at Heights greater than 5 feet above the ground.			<b>X</b>	

**REMARKS:**

I have read my Position Description and understand my assigned responsibilities and have been given a copy of this Position Description. I also certify by my signature below that I can perform the essential functions of this position description either with or without a reasonable accommodation.

Accepted by: \_\_\_\_\_  
*Employee* *Date*

Approved by: \_\_\_\_\_  
*Chief Operating Officer* *Date*