

# DUTIES OF ELECTRICAL FOREMEN

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NECA Form AM 19



## YOUR COMPANY IN RELATION WITH OTHERS

Depending on the nature of the contract, your company is either a prime contractor on your project or a major subcontractor. *If you are a prime contractor*, you have the same responsibility for coordinating and expediting the job as the other prime contractors—normally the structural contractor and the mechanical contractor. If your job has separate prime electrical and mechanical contracts, the "general" contractor is actually the structural contractor, and the superintendent of that contract usually shares responsibility with you and the on-the-job manager of the mechanical contractor.

As the structural contractor, of course, the general contractor's schedule includes concrete pouring, forming, wall erection, ceiling installation and so on, which usually govern the progress of the electrical and mechanical work which must be coordinated to these construction elements. It is the responsibility of the job supervisor for each of the other prime contractors to coordinate the schedule in meshing their schedules with those of the general contractor and other prime contractors, subcontractors of the primes. If you represent a prime contractor, you will be dealing directly with the owner and his representatives—the architect, engineer and work-of-records or job representative of the architect. You cannot sit back and wait for "orders" from a general superintendent who has no authority and no responsibility to give you such orders.

*If you are representing a subcontractor*, you will be subject to the direction of the general superintendent to the extent your company's subcontract with the general contractor provides. Change order estimates, billings, shop drawing transmittals, material lists, requests for changes in specifications, and all other transactions with the owner or architect should be processed through the general contractor, unless you are doing some special work directly for another subcontractor.

Your job may have a Construction Manager. In this event your company will probably be a prime contractor, but you and representatives of other prime contractors will be dealing with the CM (Construction Manager) rather than with the owner or architect/engineer team. CM's, acting as direct representatives of owners, coordinate the work of all of the prime contractors and of the design professionals. They often place orders for some of the materials and apparatus to be installed by contractors. Usually CM's do no construction work with their own employees or subcontractors, with the possible exception of "General Condition Work" or temporary site facilities and security and protective services during construction.

## FOREMAN JOB DESCRIPTION

### I. SPECIAL RESPONSIBILITIES TO THE EMPLOYER

1. Understand company policies and carry them out consistently.
2. Report job progress and problems to home office officials regularly, accurately and objectively. A foreman "looks good" if his job turns out well with the help, if needed, of others in the company; reports that do not reflect problems that exist do not make the foreman "look good."
3. Profits and progress depend on paperwork. Do yours regularly, completely, accurately and carefully. Be sure that all orders for changes and extra work are authorized in writing according to company procedures.