

**BELLINGHAM MARINE
JOB DESCRIPTION**

Job Title: West Electrical Superintendent
Department: West Division
Reports To: SW General Manager
Work Schedule: Monday – Friday, 8:00 am – 5:00 pm working extra hours as necessary
Dependability for work schedule is crucial.
FLSA Status: Exempt
Prepared By: Katy Henderson
Prepared Date: February 5, 2025
Approved By: Kevin Thompson
Approved Date: February 5, 2025
Federal Job Cat: Class 5

SUMMARY

Assists the General Manager and Electrical PM in the direction & coordination of electrical construction activities of Bellingham Marine's Southwest Division to obtain optimum efficiency and economy of operations and maximize profits by performing the following duties personally or through subordinate supervisors and employees. Will be required to act as a field project manager and take responsibility for specific larger projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Studies electrical drawings and specifications to plan procedures for construction on basis of starting and completion times and on staffing requirements for each phase of construction.
- Coordinates with members of organization (supervisory, clerical, drafting, and manufacturing) throughout the project.
- Orders procurement of tools and materials to be delivered at specified times to conform to work schedules.
- Confers with and directs supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications, interpreting contract requirements and coordinating various phases of construction to prevent delays.
- Confers with supervisory and engineering personnel and inspectors and suppliers of equipment, tools and materials to resolve construction problems and improve construction methods.
- Inspects work in progress to ensure that workmanship conforms to specifications, codes and the adherence to construction schedules.
- Prepares and reviews reports on progress, materials used, and costs, and adjusts work schedules as indicated by reports.
- Reviews and approves invoices for projects' construction operations. Coordinates with customers, engineers and/or inspectors for the generation and approval of applications for payment.
- Maintains and generates project documentation which records contract compliance; documents changes to the work; prepares, negotiates and administers changes to the contract; notifies parties to the contract of changes (i.e. via change orders); notifies parties to the contract of disputes; secures authorization for additional work; and resolves other project-related issues.
- Administers Company safety program relating to all project site activities and ensures effective loss control procedures are implemented.

- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Supervises electrical crew directly and coordinates with other PM/ PS on projects. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and active training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: 8 years related experience as a Journeyman Electrician and 2 years as a Lead/Foreman/Supervisor and/or training; or equivalent combination of education and experience. Must carry a current and renewable certified electricians card for CA. Degrees in Construction Management, Business Management, Engineering or equivalent are preferred.

COMPUTER SKILLS: To perform this job successfully, an individual should be proficient with MS Word, MS Excel, MS Outlook, and MS Project or other scheduling software.

LANGUAGE SKILLS: Ability to read, analyze, and interpret shop drawings, project schedules, general contract provisions or governmental regulations, general business periodicals, professional journals, technical procedures, and documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to read and interpret all types of blueprints and drawings. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, proportions, area, circumference, and volume.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions where at times only limited standardization exists. Ability to interpret an extensive variety of technical instructions in written, oral, mathematical, diagram, or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations with limited to no outside assistance.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Driver's License AND satisfactory driving record required. Valid California Journeyman's Certificate and OSHA 30. Ability to obtain first aid and CPR certification if not already certified.

COMPETENCIES: To perform this job successfully, an individual should demonstrate the following competencies:

PROBLEM SOLVING: Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.

TECHNICAL SKILLS: Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

CUSTOMER SERVICE: Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

INTERPERSONAL SKILLS: Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

ORAL COMMUNICATION: Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

TEAMWORK: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

LEADERSHIP: Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

QUALITY MANAGEMENT: Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

COST CONSCIOUSNESS: Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

ETHICS: Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

PLANNING/ORGANIZING: Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

PROFESSIONALISM: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

SAFETY AND SECURITY: Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

ATTENDANCE/PUNCTUALITY: Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

DEPENDABILITY: Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time and notifies appropriate person with an alternate plan if necessary.

OTHER QUALIFICATIONS: Must be able to coordinate and/or supervise other contractors on project sites. Must have an understanding of other trades working at the site, i.e., electrical, mechanical and pile driving. Must be able to meet strict deadlines. Must be willing to travel to the various jobsites. Must be organized. Knowledge of OSHA regulations and experience administering safety policies preferred. Experience erecting steel buildings preferred.

Valid Driver's License AND satisfactory driving record required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly **(up to 2/3 of the time)** required to stand, walk, sit and talk or hear. The employee is occasionally **(up to 1/3 of the time)** required use hands to finger, handle, feel, type, and use computer mouse. Lifting up to 50 pounds regularly **(up to 2/3 of the time)** throughout the day; lifting over 50 pounds using teamwork or machinery frequently; pushing/pulling constantly; climbing occasionally; stooping/bending frequently; kneeling/crouching frequently; reaching below shoulder height occasionally **(up to 1/3 of the time)**; handling items constantly; manipulating small tools. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be regularly exposed to outside weather conditions that may be dusty at times; moving mechanical parts; and fumes or airborne particles. The noise intensity is moderate.

Bellingham Marine is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status, such as race, religion, color, national origin, sexual orientation, gender identity, sex or age.

Bellingham Marine is a Drug Free Workplace.

To request a reasonable accommodation for the application process, please email hr@bellingham-marine.com.