



Hardwick Electric Department
123 North Main Street, PO Box 516
Hardwick, VT 05843
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www.hardwickelectric.com

JOB DESCRIPTION

Job Title:	Working Foreman	Job Category/Type:	Hourly/Full-Time
Department:	Operations & Maintenance	Supervisor:	Utility Operations Manager
Location:	123 N. Main Street, Hardwick, VT 05843	Benefits:	See HED-IBEW Local 300 Collective Bargaining Agreement; HED Personnel Policy
Wages (2025/2026):	\$60.26/\$62.55	Union/Non-Union:	Union
Job Description Approved by Board of Commissioners:			09/16/2025
Job Description Delivered to IBEW Local 300 Union:			09/26/2025

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Approved by:	HED Board	Date:	09/16/2025
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Working Foreman

GENERAL DESCRIPTION

HED's Working Foreman oversees, directs and leads the Operation Department along with the duties of a Head Lineman in support of line crew duties and storm restoration. The Working Foreman acts as liaison between management and members of the Operation Department to promote and implement directives and facilitate two-way communications between management and crew members.

The Working Foreman temporarily assumes a leadership role in the absence of the Utility Operations Manager. They also ensure crew members utilize their times effectively to best fulfill the goals and directives of management. Interact in a professional and courteous manner with customers, vendors and consultants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- All duties of a Head Lineman.
- Assume full responsibility of all line personnel in the Department and see that their work is done efficiently, correctly and safely at all times in all weather conditions.
- Responsible for the safe working conditions of all tools and vehicles normally used by the Operations & Maintenance Department.
- Responsible for training all personnel in the Department.
- Responsible for recommending line personnel for promotion, demotion or dismissal for just cause.
- Responsible for recommending transfer or dismissal of a new employee assigned to the crews who, in their opinion, does not progress satisfactorily during the probation period.
- Instruct line personnel in the connection and testing of all transformer installations; both single and three phase.
- Perform and supervise any reconstruction or construction job after reviewing it with the Utility Operations Manager or General Manager.
- Perform switching necessary to locate and repair trouble safely and in accordance with HED's Policies and Procedures.
- Responsible for getting the line personnel out on the job in a timely fashion and back to the garage on time, whenever possible or feasible to do so.
- Maintain a safe and organized job site with sound construction and ample clearance when deviation from the construction standards is required.
- Responsible for the correct preparation of Time Sheets and Expense Accounts of the line personnel, use of the proper account numbers and hours of work.
- Ensure job records are properly documented, including material sheets, work orders, retirement sheets.
- Responsible for overseeing that all areas within the garage are maintained in a clean, orderly and safe condition.
- Responsible for overseeing that all Department vehicles are maintained in a clean, orderly and safe manner.
- Demonstrate proficiency in estimating manpower and equipment requirements for all types of construction, maintenance jobs.
- Schedule personnel on a daily and weekly basis for maximum production, efficient operation, and timely completion of work.
- Responsible for ensuring each crew has enough work scheduled so as to eliminate work

delays.

- Take "on-call" assignments.
- Become certified as a Vermont Work Zone Traffic Control Flagger and be able to flag traffic as required.
- Be able to perform the tasks listed below under Working Conditions.
- Be able to perform other tasks as requested by the Department.

SKILLS AND QUALIFICATIONS:

- A high school education is required.
- Must be a qualified First-Class Journeyman Lineman and successfully completed an acceptable Apprenticeship Training Course/Program.
- Candidate must have, or be able to demonstrate a thorough knowledge and understanding of the Department's Safety Rules and practices pertaining to this job classification and perform their duties accordingly and ensure that all personnel follow these safety procedures.
- Must know the Department's Distribution and Transmission Construction Standards
- Exercise good judgment when faced with unusual field conditions in any type of weather, which will both accomplish effective, safe work procedures for the crew(s) and the public while minimizing electric service outage time.
- Must have successfully completed the Apprenticeship Training Course.
- Five years of electric utility experience, including one year of supervisory experience.
- Be certified in basic: Cardiopulmonary resuscitation (CPR), Automated External Defibrillator (AED) and First Aid.
- Must have a valid Vermont driver's license and acceptable driving record. *(A Commercial Vermont Driver's License is desirable. In the absence of a valid CDL, HED will arrange the necessary training and testing to obtain a valid CDL.)*

WORKING CONDITIONS

- Frequent periods of manual labor in non-office environments in all weather conditions and subject to after-hours, night and weekend work to respond to emergency calls.
- Must be able to safely perform the essential duties for the job for these extended periods.
- Exposure to electrical system voltage, enclosed spaces, high noise and vibration levels from machinery and equipment.
- Work involves standing and walking for extended periods of time.

- Work routinely includes pushing, pulling or moving objects weighting up to 120 pounds from floor to bench and 70 pounds from floor to overhead and holding 62 pounds at shoulder height such as tools, crossarms with pins, insulators and braces above head.
- Work requires acute olfactory skills in order to detect malfunctioning equipment and electrical shorts.
- Working conditions, equipment failure and workloads during peak periods may cause increased stress levels.

EQUAL OPPORTUNITY EMPLOYER (EOE)

HED is an equal opportunity employer (EOE). HED provides equal opportunities for employment to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, age, nationality origin, place of birth, marital status, disability, veteran's status, HIV status, pregnancy status, genetic information, or any other protected category under local, state or federal law, and to base all employment decisions so as to further this principle of Equal Employment Opportunity.

TERMS OF EMPLOYMENT

Employment with HED is at will (except those employees whose employment relationship with HED is covered by a specific statute, a written contract or a collective bargaining agreement that provides otherwise).

Hiring and terms of employment are managed by the General Manager and set by the HED Board of Commissioners as governed by Personnel Policy. Six-month probationary period is a condition of employment for all external hires.

The job description above describes the general nature and level of work performed by the individual assigned to this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks and responsibilities to this job at any time.