



## Job Description

**JOB TITLE:** Apprentice Electrician

**TYPE OF EMPLOYMENT:** Full-Time, Non-Exempt (Hourly)

**REPORTS TO:** Journeyman Electrician or Mechanic Electrician

### SCOPE OF WORK:

- A. Work will consist of installation, alterations, additions, and/or repairs of electrical systems, conductors, and associated materials and equipment within the residential, commercial, industrial, and medical industries.
- B. If not a tech school graduate, you are highly encouraged to attend the Electrical Apprenticeship Program at South Florida State College.

### LEVELS OF APPRENTICESHIP:

- A. Level 1: Entry-level position.
- B. Level 2: Semi-skilled position. Electrical experience of one year or more.
- C. Level 3: Semi-skilled position. Minimum of one year of experience with Central Contractors.
- D. Level 4: Advanced semi-skilled position. Two years of experience with Central Contractors.

### RESPONSIBILITIES:

- A. Assist electrician by performing tasks under the direct supervision of an electrician actually installing the work and handling bulk of materials. This employee should keep all materials, tools, and equipment in an orderly fashion and keep the work area clean at all times. Demonstrate safe work habits and proper care of tools and equipment.
  1. Understanding of language, terms, and skills in use of tools on the job.
  2. Produce quantity of work equal to the job requirements and Company standards.
  3. Produce quality work that meets or exceeds National Electric Code requirements.
  4. Think ahead as to show how to spend available time for maximum production.
  5. Maintain equipment and tools in proper working order.
  6. Maintain positive attitude towards completing job and complying with all Company policies.
  7. General employee traits:
    - i. Punctuality
    - ii. Appearance
    - iii. Neatness
    - iv. Attitude
    - v. Reliability
  8. Small tools and equipment case
  9. Assist in wire pulls
  10. Mounting and strapping
- B. Attend instructional classes required by Supervisor.

**POSITION REQUIREMENTS:**

- Provide current driver's license and I-9 acceptable documents
- Evidence of previous experience in electrical field, if any
- Pre-employment testing, including Background Check, Aptitude Test, and Drug Screening

**LICENSES:** Current driver's license with acceptable driving record per the Company's insurance; possess own transportation.

**ELECTRICAL:** None

**EDUCATION:** High School Diploma or GED

**WORKING CONDITIONS:**

1. Job requires working in all elements inside and outside, depending on job location, time of year (heat, rain, etc.)
2. Must be able to utilize construction site sanitary facilities (Porta-Potties).
3. Job requires employees to have personal tools with them at all times (waist tool belt as work weighs approximately 30 pounds).
4. Works from all types of ladders (step ladders up to 14 ft, A-frame ladders, and all sizes of extension ladders, and carry and relocate up to 12 ft. step ladder by one's self)
5. Employee's personal weight and personal tools cannot exceed weight limit of ladder (Class 1-250 lbs., Class 1A-300 lbs.)
6. Perform work at various heights (up to 90 ft.) from ladders, scaffolds, aerial lifts, cat walks, bucket trucks, or other areas.
7. Work in restricted areas (switchgear room manholes, utility tunnels, crawl spaces, attics).
8. Wear personal protective equipment (hard hat, safety glasses, respirator when required).
9. Repetitive use of arms, hands, and fingers.
10. Able to work 8 hours per day, 40 hours per week, overtime as required and night shifts.
11. Apprentices are prohibited from working on energized circuits or equipment.

**SKILLS:**

1. Positively identify colors of wires.
2. Comprehends reading and drawing prints and schematics.
3. Bend conduit by hand with hand benders.
4. Must use all power tools, saws, threaders, wire tuggers, hydraulic benders, and knockout punches.
5. Capable of digging trenches, either by use of hand tools or power equipment.
6. Practices and comprehends safe work procedures per Company policy.
7. Operate two-handed tools/equipment, cable cutters, hammer drills, compression tools, jack hammers.
8. Operate company trucks with manual and automatic transmission.
9. Read and interpret maps, instructional manuals, specifications, work site directions, blue prints, and written instructions.
10. Operate and work from mechanical personnel lifts (electrical or gas-powered).

**PHYSICAL FUNCTION:**

1. Must be able to bend, stoop, squat, crawl, climb, kneel, balance, push, pull, and reach overhead repeatedly and for long periods of time, if needed.

2. Lift 50 pounds.
3. Constantly moving your feet.
4. Climb ladders (all types).
5. Completing overhead work for full day assignments.
6. Must be able to make transition from employee parking area or street into construction work areas and to gain access to all levels of building, even if the only means of access is by OSHA approved site construction ladder of stairs still under construction but acceptable for use.
7. Possess good vision (normal or corrected).
8. Responsible for securing tools and materials from storage areas to complete their assigned tasks.

**POSITION FROM WHICH AN EMPLOYEE COULD BE PROMOTED INTO THIS POSITION:**

High School Graduate or GED

**PROMOTIONAL OBJECTIVE:**     Mechanic Electrician

*I certify that I have read and fully understand the responsibilities, requirements, working conditions, and physical demands associated with this job. I can perform the essential responsibilities assigned to this position.*

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Name

\_\_\_\_\_

Date