



## Job Description

<b>JOB TITLE:</b>	Apprentice Electrician
<b>TYPE OF EMPLOYMENT:</b>	Full-Time, Non-Exempt (Hourly)
<b>REPORTS TO:</b>	Journeyman Electrician or Electrician
<b>JOB BRIEF:</b>	An Electrical Apprentice assists in the installation, maintenance, and repair of electrical systems in residential, commercial, and industrial settings. This role is intended to be a hands-on learning opportunity while the apprentice completes on-the-job hours and classroom instruction toward licensure.

### LEVELS OF APPRENTICESHIP:

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

### KEY RESPONSIBILITIES:

- Help set up and clean up job sites, tools, and equipment.
- Load and unload tools and materials; keep work areas organized and stocked.
- Use basic hand tools and electrical testing equipment safely and correctly.
- Follow all safety protocols and OSHA guidelines on job sites.
- Dig trenches and ditches for underground electrical conduit and wiring.
- Assist with pulling wires and cables through conduit, walls, attics, and crawlspaces.
- Crawl through attics and tight spaces as needed for installations and repairs.
- Assist electricians with installing and maintaining electrical systems, including wiring, lighting, outlets, panels, and fixtures.
- Mount and secure electrical boxes, panels, fixtures, and equipment to walls, ceilings, and other structures.
- Assist with troubleshooting and repairing of electrical systems.
- Measure, cut, bend, and install conduit using hand and power tools.
- Strap and support conduit, cable, and wiring systems according to code and safety standards.
- Read and interpret basic blueprints, schematics, and electrical diagrams.
- Attend and participate in scheduled apprenticeship classes and required training.

### TECHNICAL SKILLS & ABILITIES:

- Accurately identify wire colors and labeling.
- Read and interpret blueprints, schematics, site maps, specifications, and instructional manuals.

- Bend conduit using hand benders.
- Operate standard power tools and equipment used in electrical installation, including: saws, threaders, wire tuggers, hydraulic benders, and knockout punches.
- Operate and work from personnel lifts (electric or gas-powered).
- Safely and efficiently dig trenches using hand tools or power trenching equipment.
- Operate two-handed tools and heavy equipment such as cable cutters, hammer drills, compression tools, and jackhammers.
- Practice and understand safe work procedures in accordance with company policy and OSHA regulations.
- Operate company vehicles.
- Read a standard measuring tape accurately to 1/16 inch.
- Maintain a clean and organized work area and demonstrate good housekeeping habits on job sites.
- Work under supervision and take direction from Electricians.

#### **SOFT SKILLS NECESSARY FOR SUCCESS:**

- Communication: Listens, asks questions, and conveys information clearly with teammates and supervisors.
- Teamwork: Cooperates effectively with others and contributes to a respectful, productive jobsite.
- Dependability: Shows up consistently, follows through on tasks, and requires minimal reminders.
- Problem-Solving: Thinks critically to resolve issues safely and efficiently when challenges arise.
- Work Ethic: Demonstrates a strong desire to learn, improve, and take ownership of responsibilities.
- Adaptability: Adjusts smoothly to changes in priorities, tasks, or work environments.
- Attention to Detail: Carefully follows instructions and safety protocols while checking work for accuracy.

#### **QUALIFICATIONS:**

- High school diploma or equivalent.
- Reliable transportation and a valid driver's license with acceptable driving record per Company's auto insurance carrier.
- Ability to lift 50+ lbs. and perform physical tasks in varied environments.
- Willingness to learn, follow instructions, and work as part of a team.
- Good communication and time management skills.
- Evidence of previous experience in electrical field, if any
- Ability to pass all pre-employment testing, including aptitude evaluations, background checks, and drug screenings.

#### **PHYSICAL REQUIREMENTS:**

- Must have good vision (corrected or uncorrected) to safely perform electrical work.
- Must be able to stand and move continuously throughout the workday.
- Must be able to bend, stoop, squat, crawl, climb, kneel, balance, push, pull, and reach overhead for extended periods.
- Required to carry and use a personal tool belt weighing approximately 30 lbs. throughout the workday.

- Ability to lift and carry up to 50 pounds regularly.
- Regular and repetitive use of arms, hands, and fingers is required.
- Required to climb and work from all types of ladders, including:
  - Step ladders (up to 14 ft.)
  - A-frame ladders
  - Extension ladders
  - Must also be able to carry and relocate up to a 12 ft. ladder independently.
- Personal weight plus tools must not exceed ladder capacity limits:
  - Class 1 (250 lbs.)
  - Class 1A (300 lbs.)
- Perform overhead work for extended periods, including full-day assignments when necessary.
- Ability to access all areas of the construction site, including those requiring OSHA-approved ladders or incomplete stairways.
- Ability to retrieve and carry tools and materials from storage areas to the worksite as required for tasks.

**WORKING CONDITIONS:**

- Work is performed in both indoor and outdoor environments and may involve exposure to varying weather conditions (heat, cold, rain, humidity, etc.), depending on job location and season.
- May be required to work in confined or restricted areas such as switchgear rooms, manholes, utility tunnels, crawlspaces, and attics.
- Must wear appropriate personal protective equipment (PPE) at all times, including hard hats, safety glasses, gloves, and respirators when required.
- Work may be performed at heights up to 90 feet using ladders, scaffolds, aerial lifts, catwalks, bucket trucks, or other equipment.
- Apprentices are not permitted to work on energized circuits or equipment under any circumstances.
- Must be available to work 8- to 10-hour shifts, 40 hours per week, with overtime and night shifts as needed.

**CAREER PROGRESSION:**

Central Contractors is committed to growing skilled electricians from within. Our apprenticeship program is structured with four levels, with each level reflecting increased knowledge, responsibility, and pay. Typically, it takes four years to fully train an Apprentice. During this time, Apprentices will have the opportunity to:

- Advance through Levels 1 to 4 based on hours worked, class participation, and job performance.
- Receive mentorship and on-the-job training from licensed electricians and supervisors.
- Gain eligibility to take the Journeyman Electrician licensing exam upon successful completion of required hours and coursework.
- Continue on to become an Electrician, Service Technician, or licensed Journeyman/Lead Electrician, depending on skills and interest.

***I acknowledge that I have read and understand the job description for the Apprentice Electrician position. I understand the responsibilities, skills, qualifications, working conditions, and physical requirements associated with this role. I certify that I am able to perform the essential functions of this position.***

***I also understand that this job description is intended to describe the general nature of the expected work and does not represent an exhaustive list of all duties that may be assigned. Central Contractors reserves the right to modify this job description at any time, with or without notice.***

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Name

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Date