



POSITION DESCRIPTION

Position: Electrical Apprentice
Reports to: Journeyman Electrician
FLSA Status: Non-Exempt

Scope of Position:

Function as an Apprentice Electrician, under a certified or licensed Electrician for New Era Electric. Assist electricians with installing new electrical systems and repairing existing electrical systems while maintaining compliance with national, state, and local electrical codes along with all New Era Electric's policies and procedures. Support activities at commercial, industrial, institutional, and residential project locations.

QUALIFICATIONS

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with the installation, repair, and maintenance and testing of commercial, industrial, and residential electrical systems in full support of New Era Electric's safety, operations, and productivity initiatives.
- Use industry related hand tools and power tools, under supervision.
- Assist the Electrician with measuring, cutting, bending, threading, and installing wire and electrical cable systems, conduit systems and other wire raceway systems.
- Assist the Electrician with wires and cables within control centers, distribution boxes, transformers, transducers, switch gear, receptacles, switches, etc.
- Work with an Electrician to splice and terminate wires at junction points.
- Clean, gather and transport materials to electricians on the construction site.
- Communicate effectively with Foremen and crew members.
- Maintain workflow schedule to ensure all New Era Electric's productivity objectives are met.
- Demonstrate the highest level of professionalism and courtesy when interacting with colleagues, customers, and vendors.
- Adhere to all New Era Electric's safety policies and procedures.

SKILLS AND EXPERIENCE (Dependent on level of completion):

- Must be currently enrolled or working on enrollment in an approved Apprentice program.
- Knowledge of electrical theory, basic circuits, branch circuits, and specialty systems.
- Knowledge of magnetic induction, three-phase transformers, conductors, and wiring methods.
- The ability to read and understand electrical single line blueprints.
- Familiar with aspects of operation, maintenance, and repair of electrical systems.
- Basic knowledge of tools and equipment and how to safely use them. Familiar with aspects of operation, maintenance, and repair of electrical systems.



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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Physical Demands: The employee may require the ability to do the following:
- Lift 50 lbs from ground and pull 50 lbs of force.
- Perform ladder climbing, wire pulling and conduit pulling.
- Fully squat, stoop or kneel while wearing a 25 lb tool belt.
- Maintain a standing position for long periods of time while performing repetitive actions such as grasping or manipulating wires.
- Work off ladders, man lifts or reach booms.
- Working Environment: While performing duties of this job, the employee may be exposed to:
 - A variety of weather conditions including cold, snow, rain, heat, etc.
 - High noise levels

The above job description is meant to describe the general nature and level of work to be performed; it is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position. Employment is contingent upon the individual maintaining a current Journeyman Wireman License (if required by the applicable state, city, or county).

Acknowledgment: Acknowledgment:

I have carefully read this position description and fully understand the *Responsibilities, Duties* and *Results* expected of me in this position. I assert that I will both perform all of the requirements and achieve all of the results as described. *Please check the appropriate statement below)*

At this time, I am *able* to perform all functions of this position without any accommodation.

At this time, I am *unable* to perform all functions of this position without an accommodation.

Employee Signature

Date