



## FIELD JOB DESCRIPTION - APPRENTICE

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**Compensation:** Hourly/Nonexempt

**Department:** Field

**Reports to:** Foreman

### **Summary:**

Provides support to the Senior Electricians to develop advanced knowledge of electrical theory, electrification, NEC electrical codes, blueprint reading and jobsite safety.

### **Essential Duties and Responsibilities:**

The essential duties and responsibilities for the position include the items listed below. Other duties and responsibilities may be assigned.

- Represent the company in a professional manner.
- Attend safety/tailgate meetings as required.
- Perform tasks at job sites as directed by Senior Electricians and the Foreman to ensure all work performed is of the highest quality.
- On-the-job training under the supervision of senior electricians to develop advanced knowledge of electrical theory, electrification, National Electrical Code (NEC), blueprint reading, and job site safety.
- Support Senior Electricians and/or the Foreman by ensuring subcontractors follow job site safety and security requirements, wear personal protective equipment (PPE), follow the assigned path, park, and follow no-smoking practices.
- Clean and prepare job sites as needed, including sweeping, organizing, removing, and properly disposing of construction debris and waste materials.
- Maintain a safe and clean job site inside and outside project boundaries by sweeping, picking up, organizing, and removing all scrap construction materials and debris and securing the site daily.
- Follow all safety procedures on the job site and immediately report all incidents and violations in accordance with reporting procedures
- Install Overhead boxes and wall boxes in framing, pull wires through the end of the conduits, and secure conduit support brackets.
- Assist in measuring, cutting, bending, threading, assembling, and installing electrical conducts. Other duties as assigned
- Maintains an expected attendance and follows company policies and procedures, in addition to builders' required procedures.

### **Supervisory Responsibilities:**

None.

## **Competencies:**

To perform the job successfully, an individual will need to demonstrate the competencies listed below.

- Maintains focus on work and attention to detail.
- Takes personal responsibility for completing assigned tasks as indicated.
- Treats others with respect, upholds organizational values; shows respect and sensitivity for cultural differences.
- Works ethically and with integrity.
- Strives to build knowledge and skills continuously

## **Qualifications:**

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

### ***Education/Experience:***

one (1) or more years of related work experience or an equivalent combination of education and experience.

Ability to read and interpret safety rules, operating and maintenance instructions, procedure manuals, and basic job documents. Ability to speak effectively with individuals and small groups.

### ***Language Skills:***

Ability to speak/understand basic English language. Ability to read, analyze, and interpret general business documents. Ability to effectively present information and respond to questions from coworkers, clients, and subcontractors.

### ***Mathematical Skills:***

Ability to add, subtract, and count using whole numbers.

### ***Reasoning Ability & Adaptive Skills:***

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to learn and understand the preferences and methods employed by management, clients, subcontractors, and coworkers and adapt to and utilize them.

### ***Computer Skills:***

None.

***Certificates, Licenses, Registrations:***

Electrician Trainee Card (ET) recommended.

***Other Skills and Abilities:***

The position frequently requires working at a fast pace. The employee must be able to relocate to other worksites as needed on short notice.

***Physical Demands:***

The employee is regularly required to sit and walk. The employee must be able to use hands to finger, handle or feel. The employee must be able to see, talk, or hear. The employee is regularly/occasionally required to stand, bend and reach with hands and arms. The employee must regularly climb, balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to dig, chip, cut, or drill in order to complete electrical systems. Requires endurance and ability to visit and inspect the entire jobsite. The employee must regularly lift and/or move up to 40 pounds and occasionally more.

**Work Environment:**

This position involves work at a job site where duties will be performed both indoors and outdoors. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, outside weather conditions, cold, and heat. The noise level in the work environment can be variable, ranging from relatively quiet to relatively loud. Depending on workload, the employee may be required to move to a different work location.

**Additional Details:**

Employee reports to the Foreman. The position is classified as non-exempt under FLSA and California law. The employee is expected to adhere to all company policies and to act as a role model in the adherence to company policies.

I have read and understand the job de scription. I agree that I can perform these job duties with or without reasonable accommodation. I agree to notify my employer immediately in the event my actual duties vary in any significant degree from the expectations described above.	
Signature:	Date:
Print Name:	