

ECKSTINE ELECTRIC COMPANY

JOB DESCRIPTIONS

JOB TITLE: APPRENTICE ELECTRICIAN FIRST YEAR

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 commercial, industrial and residential electrical industry. Must complete 2,000 hours of on-the-job training each year of apprenticeship.
- B. **Must attend 144 hours of classroom instruction each year of apprenticeship training and maintain a minimum passing grade of 70.** There are four years of apprenticeship training and study.
- C. **Must be BAT Registered**

RESPONSIBILITIES:

- A. Assist electricians by performing tasks under the direct supervision of an electrician actually installing the work and handling the bulk of materials. The apprentice should keep all materials, tools and equipment in orderly fashion, keeping the work area clean at all times. Must demonstrate safe work habits and proper care of tools and equipment.
 - 1. Maintain small tools and equipment case.
 - 2. Material handling and organizing.
 - 3. Keep work area clean.
 - 4. Assist in wire pulls.
 - 5. Mounting and strapping conduit.
 - 6. Understand safety requirements.
 - 7. Attend a 4 hour instructional class one night each week from Aug. to May
 - 8. Maintain Eckstine Electric quality of work at all times.

POSITION REQUIREMENTS:

- * Must be at least 18 years old
- * Provide birth certificate or current drivers license and Social Security card.
- * High school diploma or GED; high school transcript
- * Evidence of previous experience in electrical field (if any)
- * Letter of recommendation from previous or present employer if possible.
- * DD214 (if Veteran)
- * Must pass IEC Math Test
- * If applicant is accepted into the program, he/she may be required to take a physical exam which includes a urine analysis for illegal drugs.
- * Apprentice will successfully complete 2,000 hours of on-the-job training and 144 hours of classroom study with minimum passing grade of 70 for each year. The Apprenticeship Committee, which is named as the program sponsor in the Registered Apprenticeship Standards, will determine the level of apprenticeship. There are four years of apprenticeship training and study.

LICENSES: Current Driver's License and have own transportation,
(most job sites are not always served by public transportation).
Electrical license - None

EXPERIENCE: None

WORKING CONDITIONS:

- 1. Job requires working in all the elements, depending on job location, inside and outside, time of year, heat, cold, rain or snow.
- 2. Must be able to utilize construction site sanitary facilities (Porta-Johns).
- 3. Employee must have the required personal tools within 5 days of hire.
(waist tool belt as worn weighs approximately 30 lbs.)
- 4. Work from all type ladders up to 14', "A" frame ladders and all size extension ladders: carry and relocate up to 12' 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 2 - 300 lbs.).
- 6. Perform work at various heights, up to 90' from ladders, scaffolds, aerial lifts,

- cat walks or other safe work areas.
- 7. Work in restricted areas (switchgear room, manholes, utility tunnels, crawl spaces, attics).
- 8. Wear personal protective equipment (hard hat, safety glasses at all times), 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 if required.
- 11. Work from mechanical personnel lifts (electric or gas powered).

SKILLS:

- 1. Positively identify colors of wires.
- 2. Bend conduit by hand with hand benders.
- 3. Must use all power tools, saws, threaders, wire tuggers, hydraulic benders and knockout punches.
- 4. Capable of digging trenches, either by use of hand tools or power equipment.
- 5. Practice and comprehend safe work procedures as outlined in Company Safety Policy Handbook, Haz-Com Policy and Lockout/Tagout Policy.
- 6. Operate equipment, trenchers, back hoe, lift trucks in a safe manner.
- 7. Operate two (2) 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, work site directions, and written instructions.
- 10. Work from mechanical personnel lifts (electric or gas powered).

PHYSICAL FUNCTION:

- 1. Must be able to bend, stoop, squat, crawl, climb, kneel, balance, push, pull and reach over head.
- 2. Lift 51 pounds minimum.
- 3. Repetitive use of arms, hands and fingers.
- 4. Tolerate continual movement on your feet.
- 5. Climb ladders (all types).
- 6. Complete overhead work for full day assignments.
- 7. Must be able to make transition from employee parking area or street into construction work areas and to gain access to all levels of the building, even if the only means of access is by OSHA approved site construction ladder or 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.

REQUIREMENTS FOR THIS POSITION:

High School Graduate or GED
Labor Category

PROMOTIONAL OBJECTIVES: Second Year Apprentice. The level of each apprentice is determined as specified in the Apprenticeship Standards which govern the program.