

**CENTRAL PENNSYLVANIA CHAPTER IEC, INC.
JOB DESCRIPTION**

JOB TITLE: APPRENTICE 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 commercial, industrial and residential electrical industry. Must complete 2,000 hours of on-the-job training in each year of Apprenticeship.
- B. Must attend 144 hours of classroom instruction in each year of Apprenticeship training and maintain a minimum passing grade of 70%. There are four years of Apprenticeship.

RESPONSIBILITIES:

Assist electricians by performing tasks under the direct supervision of an electrician actually installing the work and handling the 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. Demonstrating safe work habits and proper care of tools and equipment.

- 1. Small tools and equipment case
- 2. Material handling and organizing
- 3. Keeps work area clean
- 4. Assist in wire pulls
- 5. Mounting and strapping
- 6. Understand safety requirements

POSITION REQUIREMENTS:

- Proof of Age. Copy for our records of birth certificate or similar document
- Copy of High School Diploma or GED Certificate
- Transcripts of Last Grade Complete from Guidance Department of school attended.
- Proof of Trade Work Experience, if any. (Letter from employer noting experience)
- Form DD214 for veterans applying. Other forms may be needed.
- Three Letters of Reference from acquaintance other than family.

LICENSES:

Current Driver's License and have own transportation. (Most job sites are not always served by public transportation.).

EXPERIENCE:

No previous experience required

WORKING CONDITIONS:

- 1. Job requires working in all elements, depending on job location, time of year, heat, cold, rain, snow.
- 2. Must be able to utilize construction site sanitary facilities (Porta-Johns).
- 3. Job requires employees to have required personal tools with them at all times (waist tool belt as worn weighs approximately 30 lbs.)
- 4. Work from all type ladders (step ladders up to 14', "A" frame ladders and all size extension ladders and 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 1A - 300 lbs.)

6. Perform work at various heights, up to 90' from ladders, scaffolds, aerial lifts, cat walks or other safe work area.
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, and overtime as required and night shifts.
11. Apprentices are prohibited from working on energized circuits or equipment.

SKILLS:

1. Positively identify colors or wires.
2. Comprehend reading and drawing prints and schematics of same.
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. Practice and comprehend safe work procedures as outlined in the Safety policy.
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, specifications, work site directions, blue prints and written instructions.
10. Operate and work from mechanical personnel lifts (electric or gas powered).
11. Communicate effectively with supervisors, peers, and others on the job-site to ensure understanding of the job and ability to communicate any hazards.

PHYSICAL FUNCTION:

1. Must be able to bend, stoop, squat, crawl, climb, kneel, balance, push, pull and reach over head.
2. Lift 51 pounds.
3. Constantly moving on 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 the building, even if the only means of access is by O.S.H.A. 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.

WORKING CONDITIONS:

All elements inside and outside.

PROMOTION OBJECTIVES:

Apprentice Electrician Next Level. The level of each apprentice is determined as specified in the Apprenticeship Standards which govern the program.