



Mid-South Independent
Electrical Contractors, Inc.

Mid-South Independent Electrical Contractors Association
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JOB TITLE: Electrical Apprentice

REPORTS TO: Journeyman Electrician / Supervisor / Job Foreman / Master Electrician

SCOPE OF WORK:

Work responsibilities consist of installation of, alterations to, addition and/or repair of electrical systems, including use of associated tools, materials and equipment within the commercial, industrial and/or residential electrical industries. An electrical apprentice must complete 2,000 hours of on-the-job training in each year of apprenticeship under the supervision of a journeyman or master electrician.

The apprentice must attend no less than 144 hours of classroom instruction in each year of apprenticeship training and maintain a minimum passing grade of 70% over each of the four years of apprenticeship.

RESPONSIBILITIES:

The apprentice will assist journeymen electricians by performing tasks supportive to the journeyman's work. This employee should keep all materials, tools, and equipment in an orderly fashion and keep the work area clean at all times. Furthermore the apprentice should:

- Demonstrate safe work habits and proper care of tools and equipment.
- Understand language, nomenclature and terms associated with construction documents.
- Demonstrate skills in the proper selection of and use of tools on the job.
- Produce a quantity of work equal to the job requirements of the company's standards.
- Produce a quality work that meets or exceeds the National Electrical Code requirements and the company's standards.
- Think ahead in order to spend available time for maximum production.
- Maintain a positive attitude toward completing a given job and complying with all company's policies.

EMPLOYEE TRAITS:

- Punctuality
- Dependability
- Positive Attitude
- Takes Initiative
- Expresses Interest in Work
- Cooperative
- Adaptable/Teachable

EMPLOYEE REQUIREMENTS:

- Capable of following directions.
- Ability to work well with other employees and other building trades on the job.
- Capable of passing random drug screening tests.
- Attend instructional classes as required by his or her supervisor.
- Ability to take and act upon verbal and written direction.

LICENSES:

While not required, a current driver's license is a valuable possession as the apprentice MUST have reliable transportation to various jobsites (generally within a 30 mile radius of the company office) as most jobsites are not always served by public transportation. Evidence of U.S. citizenship or valid U.S. work permit.

ELECTRICAL EXPERIENCE:

None required. To be eligible to graduate from an apprentice to a journeyman electrician, the apprentice will need to have earned a minimum of 8,000 hours of on-the-job training in the employment of a sponsoring contractor.

EDUCATION:

- Must possess a high school diploma or GED or high school equivalent.
- Must pass a basic algebra math test.
- Must pass a basic high school graduate level reading test.
- Must pass a drug screening test (be completely drug free).

WORKING CONDITIONS:

- Job requires working in all elements (heat, cold, rain, snow) depending on job location and time of year.
- Must be able to utilize construction site sanitary facilities (Porta-Jons).
- Job requires employees to own and have personal hand tools with them at all times. (A typical waist tool belt weighs approximately 30 lbs.)
- Work from all types of ladders (step (“A” frame) ladders up to 14', all sizes of extension ladders), and carry and relocate up to a 12' step ladder by one's self.
- Employee's total weight with tools cannot exceed the weight limit of ladder. (Class 1-250 lbs., Class 1A-300 lbs.).
- Perform work at various heights (up to 90' above a finished floor or grade) from ladders, scaffolds, aerial lifts, cat walks or other areas.
- Work in confined areas such as manholes, utility tunnels, crawl spaces, attics, etc.
- Wear personal protective equipment such as a hard hat, safety glasses and work boots on a consistent basis and gloves, respirators, arc-flash protective gear, etc. as conditions warrant their use.
- Repetitive use of arms, hands and fingers and spending most of the work day standing, kneeling, standing on or traversing up and down a ladder.
- Able to work eight hours per day, 40 hours per week including overtime as required and night shifts as appropriately scheduled.

PHYSICAL REQUIREMENTS AND SKILLS:

- Positively identify colors of wires.
- Have strength to bend conduit by hand with hand/foot benders up to 1-1/4 trade size E.M.T.
- Ability to utilize all power tools, saws, threaders, wire tuggers, hydraulic benders and knockout punches, etc. as required.
- Capable of digging trenches, either by use of hand tools or power equipment.
- Practice and comprehend safe work procedures per company policy.
- Operate two-handed tools/equipment, cable cutters, hammer drills, compression tools, jack hammers, etc.
- Read and interpret maps, instructional manuals, specifications, work site directions, blue prints, electrical schematics and written instructions.
- Operate and work from mechanical personnel lifts (electric or gas powered).
- Adaptability to new and changing requirements, environments, and/or information.
- Must be able to bend, stoop, squat, crawl, climb, kneel, balance, push, pull, walk, lift and reach overhead.
- Climb and descend ladders of all types safely.
- Complete overhead work for full-day assignments.
- Must be able to make transition from employee parking area or street into construction work areas and to gain access to all levels of building, even if the only means of access is by O.S.H.A. approved site construction ladder or stairs still under construction but safe and acceptable for use.
- Possess good vision (normal or corrected) in marginally lit areas.