



APPRENTICE ELECTRICIAN

OVERVIEW

SCOPE OF WORK: 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.

REPORTS TO: Journeyman Electrician/Job Foreman

JOB REQUIREMENTS

- Must have reliable transportation
- High School Diploma, GED or equivalent training
- Must pass pre-employment skill assessments
- Must pass Urine Drug Test
- Must meet criminal background checks as defined by Pennsylvania 24 P.S. 24 P.S. §§1-111(e) or (f.1) which includes favorable Act 34, Act 114, Act 151 Clearances
- Must meet physical functions as defined
- Must have or obtain OSHA-10 Certification
- Must have or obtain CPR/First Aide Certification

TRAINING REQUIREMENTS

- On-The-Job Training: Must complete a total of 4 years - 8,000 hours/2,000 each year of on-the-job training in each year of Apprenticeship. Third Year – 2,000 hours
- Classroom Training: Must attend 180 hours of classroom instruction in each year of Apprenticeship training/for 4-years, and maintain a minimum of passing grade of 70%. If a recent tech school graduate, may be permitted to “test out” of the first year.

JOB RESPONSIBILITIES

- Generates high quality and efficient work in alignment with the mission of Merit Electrical Group
- Expected to work on (1) man tasks during Apprenticeship after given instruction consistently and effectively with minimal supervision
- Assists with install and repair of electrical equipment and fixtures, wire pulls, mounting and strapping
- Adheres to all quality and safety codes
- Demonstrates safe work habits and proper care of tools and equipment

CORE EFFECTIVENESS MEASURES FOR MEG EMPLOYEES

| STANDARDS | EXPECTED OUTCOME |
|---------------|---|
| Innovation | Creates new ideas and brings solutions to business challenges |
| Communication | Communicates with outside contacts and employees/Supervisor in an honest, respectful and effective manner |
| Hard-Working | Focuses on results and desired outcomes and how best to achieve them. Gets the job done |



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| Integrity | Works in an ethical manner. Adheres to policies and procedures |
| Efficiency | Demonstrates how to spend available time for maximum efficiency/works with urgency |
| JOB SPECIFIC EFFECTIVENESS MEASURES FOR APPRENTICE | |
| STANDARDS | EXPECTED OUTCOME |
| Knowledge/Comprehension | Follows/retains instructions |
| Technical Skills | Effectively performs essential electrical functions per directions Including, but not limited to: <ul style="list-style-type: none"> • Bends conduit by hand with hand benders • Uses all power tools, saws, threaders, wire tuggers, hydraulic benders and knockout punches. • Capable of digging trenches, either by use of hand tools or power • Operates (2) handed tools/equipment, cable cutters, hammer drills, compression tools and jack hammers |
| Safety | Demonstrates knowledge and ability to comply with safety policies and practices |
| Initiative | Approaches work in a proactive manner by doing things without being told |
| Professionalism and Appearance | Maintains professionalism; dresses appropriately |
| Quality Standards | Produces quality work free from errors, (within reason) mistakes, omissions or call backs |
| Equipment/Tools | Maintains equipment/tools in proper working order and secures tools from storage areas to complete assigned tasks |
| Training/Development | Participates in required trainings, willingness to increase knowledge and stay current with the industry |
| Attendance | Doesn't miss work; arrives to work on time; promptly returns from lunch |

WORKING CONDITIONS

- Job requires working in all elements, depending on job location, time of year (heat, cold, rain, snow)
- Must be able to utilize construction site sanitary facilities (Porta-Johns)
- Job requires employees to have personal tools with them at all times (waist tool belt as worn weighs approximately 30lbs)
- Works from all types of ladders (step ladders up to 14', "A" frame ladders and all sizes of extension ladders, and carry and relocate up to 12' step ladder by one's self)
- Employee's personal weight and personal tools cannot exceed weight limit of ladder (Class 1-250 lbs., Class 1A-300 lbs.)



- Performs work at various heights (up to 90') from ladders, scaffolds, aerial lifts, cat walks or other areas
- Works in restricted areas (switchgear room manholes, utility tunnels, crawl spaces, attics).
- Wears personal protective equipment (hard hat, safety glasses at all times), respirator when required
- Repetitive use of arms, hands and fingers
- Able to work 8 hours per day, 40 hours per week, overtime as required and night shifts
- Apprentices are prohibited from working on energized circuits or equipment

JOB PHYSICAL FUNCTION

- Must be able to bend, stoop, squat, crawl, climb, kneel, balance, push, pull and reach over head
- Lifts 51 pounds
- Climbs ladders (all types)
- Can complete overhead work for full day assignments
- Possesses good vision (normal or corrected)

JOB CAREER PATH

- Promotional Objective: ***Journeyman Electrician***

Employee Statement: I have read and understand all of the requirements of this position. I understand that if there are any areas in which I am unclear of, I will actively seek my Supervisors guidance for clarification.

Employee Signature

Date