

JOB POSITION DESCRIPTION

Electrical Journeyman Service Technician-I & II

General Job Description

The electrical service technician is responsible for installing high-quality electrical field work and taking measures to increase the company's effectiveness and efficiency. In addition, the service technician is responsible for the installation and coordination of all types of service projects. The service technician will perform electrical installations by him/herself, but as required for some specific projects, he/she is responsible for managing and working with other journeyman and apprentice electricians. He/she takes on a leadership role to provide direction and technical guidance to the crew, while maintaining customer service for the project. The service technician plans and coordinates work, and ensures that the materials, tools, equipment and job information are on the jobsite or in the service van, ahead of time. The position reports directly to the Director of Operations.

The service technician will be required to operate a company vehicle, and will be responsible for operating it in an appropriate manner. An acceptable Motor Vehicle Record (as determined by the insurance provider or WGC management) is a requirement of the position. In addition to any requirements set forth by WGC, the service technician will have knowledge of, and abide by all safety and traffic laws in the State of Colorado.

Responsibilities

- *Install Quality Electrical Workmanship and Process:* Work as a WGC team member as directed by field foreman. Assist others where needed and follow a neat and process-oriented work style. Be efficient with your time and materials while ensuring top quality electrical installation to meet the NEC.
- *Identify Solutions for Improvement in the Organization:* If you see an area of potential improvement in terms of efficiency and WGC effectiveness, speak up and review the proposed solution with the field foreman.
- *Identification and Tools:* Supply and carry your own small tools (drill, wire stripper, screw driver, levels, hammer, side cutters, channel locks, etc.) and state certification card during all WGC work hours. Any large tools are provided by WGC and checked out to each field journeyman. Mis-use or abuse of equipment is not allowed.
- *Company "Handyman":* We are all part of the WGC team with a common mission in mind; provide high quality electrical workmanship while making the client happy. We are all "handymen" with no task being too small or too large – we pay attention to the smallest detail and handle every client request with professionalism.
- *Training/Mentoring:* Continually pursue and attend opportunities for career/training development via IEC programs and other college/vendor programs. Work with apprentice staff to better their electrical field knowledge.
- *Recruiting:* Continually seek and refer potential employees to the WGC management team.
- *Industry Awareness:* Continually seek industry and market information to provide WGC with the information necessary for successful business development.
- *Work Hours and Time Sheets:* Arrive to the designated field site ready to work at 7:00 am – 3:30 pm with a 10 minute break at 9:30 am and ½ hour lunch at noon. You are responsible to coordinate with your field foreman to complete and submit your weekly timesheets. These time sheets are required to process your weekly payroll check.

Job Specific Responsibilities

- Perform layout and planning and makes every attempt to prefab jobs.
- Run small crews and complete small projects.
- Identify sales opportunities through building a strong relationship with the client.
- Can identify out-of-scope work, writing Requests for Information (RFI's) as necessary.
- Perform electrical work alone or with others making judgment calls for crews in the field prior to contacting Project Manager or Service Administrator.
- Estimate the general amount of time and material to complete service tasks presenting the service manager with a generic written estimate taking into account the needs of the job and manpower requirements
- Communicate with vendors, engineers, owners, service managers and other contractors to assure jobs are completed within scope and budget.
- Update as-built drawings to reflect current building conditions
- Represent Weifield Group to the client by a clean and neat appearance on the job.

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- Treat client with highest degree of respect and work to develop a partnership environment.
- Investigate and problem solve to determine the most efficient way to install changes to existing service.
- Determine client needs and most effective way to meet them.
- Must communicate with Service Administrator on a daily basis regarding scheduling and work progress.
- Obtain and order own commodity material and some non-commodity material.
- Work well around building owners and tenants to perform job representing Weifield Group in a professional manner.
- Determine what is necessary to accomplish tasks and meet NEC and NFPA 70E standards as well as any other requirements.
- Contact clients to confirm appointments set by Service Administrator.
- Follow up with Service Administrator to obtain job numbers.
- Must make every effort to meet budget.
- Understand the scope of work quoted on the estimate from service manager.
- Notify Project Manager if changes to scope are being requested or required.
- Must be flexible with hours, shifts and geographic locations with reasonable notice.
- Must be available 24 hours a day when scheduled for rotating on-call.
- May perform hot work if qualified and trained with all necessary precautions in place

Measurements

The Service Tech's success is measured by the following criteria:

- ability to start and manage projects as layout and direction from Project Manager
- ability to work efficiently and produce clean electrical workmanship to NEC
- able to bring answers to the table and implement solutions quickly
- yearly evaluation
- training and grades through continuing education of 24 hours each year

Qualifications/Skills Required

- Current Colorado State electrical journeyman license.
- Minimum of 4 years documented field work or completion of 4-year electrical apprenticeship program.
- Excellent understanding of the electrical industry.
- Punctual, motivated, detail oriented and will not accept second best.
- Possess strong interpersonal skills in order to work in a diverse and fast-paced environment.
- Self-motivated and flexible to accommodate changes in Weifield's business strategies.
- Willing to travel as needed.

Physical Demands

1. Standing – Remaining on one's feet in an upright position at a work station without moving about, for extended period of time.
2. Walking – Moving about on foot.
3. Sitting – Remaining in the normal seated position for extended periods.
4. Lifting – Raising or lowering an object (~50 lbs.) from one level to another (includes upward pulling).
5. Carrying – Transporting an object, usually holding it in the hands or arms, or on the shoulder, e.g., tools equipment, and materials up to 500 lbs. up to 10 feet.
6. Pushing – Exerting force upon an object so that the object moves away from the force (includes slapping, striking, kicking and treadle actions)
7. Pulling – Exerting force upon an object so that the object moves toward the forces (includes jerking).
8. Ascending or descending ladders, lifts, stairs, scaffoldings, ramps, poles and the like. Body agility is emphasized.
9. Maintaining body equilibrium to prevent falling when walking, standing, crouching or running on narrow, slippery, or erratically moving surfaces.
10. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

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11. Bending legs at knees to come to rest on knee or knees.
12. Bending body downward and forward by bending legs and spine.
13. Crawl over, under and into equipment as necessary to perform job duties. Moving about on hands and knees or hands and feet.
14. Extending hand(s) and arm(s) in any direction.
15. Seizing, holding, grasping, turning or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand.
16. Picking, pinching or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
17. Perceiving attributes of objects, e.g., size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.
18. Work environments may be noisy, congested, and/or in confined spaces.
19. Must be able to read and understand technical documents, blue prints and work orders.
20. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

- Ability to perform duties in extreme varying temperatures, e.g., exposure to hot, cold, wet, humid, or windy conditions, on your feet, 8 to 10 hours daily up to 6 days a week.
- Job requires employee to wear required personal tools and belt with them at all times.
- Work from all types of ladders, stepladders up to 14', "A" frame ladders and all size extension ladders.
- Carry and relocate extension ladders up to 20' stepladders up to 12' by yourself.
- Employee's personal weight with personal tools cannot exceed weight limit of ladder (Class 1 - 250 lbs., Class 1A - 300 lbs.).
- Perform work at various heights, up to 50' from ladders, scaffolds, aerial lifts, catwalks or other safe work areas.
- Work in restricted areas, switchgear room, manholes, utility tunnels, crawl spaces, attics and vaults, following proper procedures.
- Wear personal protective equipment, e.g., hard hats, safety shoes, safety glasses, gloves, masks, and earplugs at all times, and when applicable, respirator.
- Follow special procedures including contamination control, noise control, vibration, building systems awareness and procedures.
- Candidate must be able to work night shifts and mid shifts, as required by customers.
- Respond to short notice overtime requirements.

Dress Code

- Field employees will wear appropriate shirts with sleeves, long pants and sturdy work shoes or boots (OSHA standard). All clothing will be of a proper fit and condition so as not to constitute a safety hazard. Clothing may not have any derogatory, offensive, sexually suggesting or degrading writing, symbols, pictures, language, or logos of other contractors. Employees may wear jewelry as long as the jewelry is appropriate and does not constitute a safety hazard. Body piercing (other than earrings) should not be visible. Similarly, employees will keep their hair and facial hair groomed to avoid safety hazards; or they will secure their hair to avoid safety hazards.

Compensation Package

Start Date:	TBD
Status:	Full-time
Pay Rate:	TBD

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Employee Health Insurance:	Healthcare 100% of the "Base Plan" by WGC 1 st of the month following 60 days of employment, not to exceed 90 days of employment
Family Health Insurance:	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days of employment
Voluntary Dental/Vision Insurance:	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days of employment
Disability & Accident Insurance:	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days of employment
Life Insurance:	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days of employment
Flex Pan:	Employee can set aside \$2550 pre-tax dollars for health/\$5000 for daycare after 90 days
PTO:	After six months, accrue 5 days per year 1-3, 10 days per year 3-5 and 15 days per year after 5 years.
Paid Time Off:	Paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Day.
401k:	Participate at one year. Weifield matches 100% of investment up to 4% of pay
Cell Phone:	TBD
Schedule:	Normal work week is Monday-Friday 7:00am to 3:30pm. This position may require night time, weekend, holiday, and overtime work which will be compensated at adjusted rates.
Current Driver's License Required:	Yes
Current CO JW License Required:	Yes
Vehicle:	<i>Service Van to be provided. Employee to perform all maintenance to vehicle at required time and shall be reimbursed. There will be a \$3.00/day charge for the vehicle.</i>
Pension Plan:	Yes – part of Prevailing Wage projects

This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

Weifield Group Contracting LLC is an Equal Opportunity Employer.