

## JOB POSITION DESCRIPTION

# Electrical Apprentice I - VIII



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### General Job Description

The electrical apprentice is responsible for installing high-quality electrical field work, and taking measures to increase the company's effectiveness and efficiency. The position reports directly to the field foreman.

### Location

Denver, CO / Front Range

### Responsibilities

- *Safety and Health:* Use and take care of the protective equipment and safety gear provided, follow safety procedures; do not undertake work which is unsafe or involves unsafe practices; promptly inform your supervisor if you identify a unsafe act or condition; attend and complete all safety and health training.
- *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:* Through process analysis, this individual shall determine areas of improvement in terms of efficiency and company effectiveness, and bring them to the attention of 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 electrical apprentice card during all WGC work hours. Any large tools are provided by WGC and checked out to each field apprentice. Mis-use or abuse of equipment is not allowed.
- *Company "Craftsman":* 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 "Craftsman" 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.
- *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

- Track apprenticeship OJT hours & submit monthly.
- Handle materials required for the job.
- Install raceways, pull wire, and mount equipment.
- Assemble and install small to large electrical parts & pieces.
- Trim outlets, recessed cans and other repetitive finish work.
- Dig trenches as needed.
- Perform duties as assigned by foreman

## Qualifications/Skills Required

- Demonstrate mechanical ability.
- Be at least 18 year of age.
- Pass background check and drug screen.
- Possess basic understanding of the electrical industry.
- Candidate must have a proactive approach to problem solving.
- 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.
- High School Diploma/GED required for schooling.
- Self-motivated and flexible to accommodate changes in Weifield Group's business strategies.
- Willing to travel as needed.

## Measurements

The electrical apprentice's success is measured by the following criteria:

- start and manage projects as layout and direction from field foreman
- work efficiently and produce clean electrical workmanship to NEC
- complete projects without a safety incident, recordable injury or safety violation
- complete OSHA 10-Hour and CPR/1<sup>st</sup> Aid/AED Training during the first 30 days of employment
- bring answers to the table and implement solutions quickly
- yearly evaluation
- training and grades through IEC Apprenticeship program of 75 hours for every 1000 hours OJT

## 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 50 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.
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.
- Wear personal protective equipment, e.g., hard hats, safety shoes, safety glasses, gloves, masks, and ear-plugs at all times.
- 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.

### **Starter Kit / Required Tools**

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|------------------------------------|-----------------------|
| ▪ Knife                            | ▪ Rock saw            |
| ▪ 8" Kliens                        | ▪ Hacksaw and blade   |
| ▪ Channel-lock pliers              | ▪ Level – torpedo     |
| ▪ 10-in-1 screwdriver              | ▪ 9" Crescent wrench  |
| ▪ Large straight-blade screwdriver | ▪ Diagonal pliers     |
| ▪ Phillips screwdriver             | ▪ Wire strippers      |
| ▪ Claw hammer – straight           | ▪ Tool pouch and belt |
| ▪ Voltage tester                   | ▪ Hammer holder       |

Weifield Group offers this kit to new employees in need of the tools. The kit can be purchased and paid for with monthly payments taken from employee's paycheck. See Tool Agreement form for further details.

## Compensation Package

<b>Start Date:</b>	TBD
<b>Status:</b>	Full-time
<b>Pay Rate:</b>	DOE
<b>Employee Health Insurance:</b>	Healthcare 100% of the "Base Plan" by WGC 1 <sup>st</sup> of the month following 60 days, not to exceed 90 days of employment
<b>Family Health Insurance:</b>	N/A
<b>Voluntary Dental/Vision Insurance:</b>	Portion paid by employee based on coverage selection 1 <sup>st</sup> of the month following 60 days, not to exceed 90 days of employment
<b>Disability &amp; Accident Insurance:</b>	Portion paid by employee based on coverage selection 1 <sup>st</sup> of the month following 60 days, not to exceed 90 days of employment
<b>Life Insurance:</b>	Portion paid by employee based on coverage selection 1 <sup>st</sup> of the month following 60 days, not to exceed 90 days of employment
<b>Flex Pan:</b>	Employee can set aside \$2500 pre-tax dollars for health/\$5000 for daycare 1 <sup>st</sup> of the month following 60 days, not to exceed 90 days of employment
<b>401(k)/Safe Harbor:</b>	Participate at one year. Weifield matches 100% of investment up to 4% of pay
<b>Paid Time Off:</b>	After 6 months of employment, WGC will pay: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Day.
<b>Pension:</b>	Paid on Prevailing Wage projects
<b>Schedule:</b>	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.
<b>Current Drivers License Required:</b>	Yes
<b>Education:</b>	Paid tuition BAT/OA 4 year electrical schooling

**Weifield Group Contracting LLC is an Equal Opportunity Employer.**

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.