



<b>Job Title:</b>	Apprentice Electrician	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Electrical Supervisor	<b>Pay Grade:</b>	Maintenance Pay Group 2
<b>Dept. /School:</b>	Maintenance Department	<b>Date Revised:</b>	10/21/2011

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**Primary Purpose:**

Under general supervision, assist in the installation and maintenance of all electrical equipment throughout the District.

**Qualifications:**

**Education/Certification:**

High school diploma or GED  
Willing to take require classes to achieve Journeyman status, at own expense (4 year period move to Journeyman)  
Valid Texas driver's license

**Special Knowledge/Skills:**

Ability to follow written and verbal instructions  
Ability to use hand and power tools  
Working knowledge of material and electric codes

**Experience:**

One-year experience in electrical field

**Major Responsibilities and Duties:**

**Maintenance and Repair:**

1. Under the supervision of a journeyman electrician, install and repair wiring, electrical fixtures, and components of machinery and equipment.
2. Install power supply wiring, cables conduit, and electrical apparatus, under the supervision of the journey electrician.
3. Assist all maintenance personnel in all trades skilled and unskilled.
4. Complete work orders as assigned by electrical foreman/journeyman.
5. Learn the necessary math computations and calculations to determine wire size, load, length of run and draw, etc.
6. Working knowledge of material and electric codes.
7. Develop knowledge of electrical circuits and wiring and general principals of meters.

**Safety:**

8. Operate tools and equipment according to established safety procedures.

9. Ensure that equipment is in safe operating condition.
10. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
11. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
12. Other duties as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

All power tools saws, drills, soldering equipment, testing equipment, ladder and personally lifts to required height. Light truck or van.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work in tiring and uncomfortable positions, around electrical power lines, outside and inside. Exposure to extreme temperatures. Frequent districtwide travel.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*