AUBURN
Human Resources

Apprentice Electrician I

Job Description

JOB INFORMATION

Job Code	ND48A
Job Description Title	Apprentice Electrician I
Pay Grade	STUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/31/2022

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Electrical Technology

JOB SUMMARY

An apprentice electrician is an entry-level electrical trainee enrolled in an apprenticeship program to learn the concepts and skills necessary to become a journey-level electrician over a three-year period. As an electrician apprentice, they will receive a combination of classroom education and paid on-the-job experience. Apprentice electricians work under the observation of a journey-level electrician, building basic skills and gaining additional tasks and responsibilities as they improve. Electricians must follow the National Electric Code and comply with State and local building codes

RESPONSIBILITIES

- Learn and Develop Trade Skills: As an employee-in-training, apprentices exhibit an enthusiasm to learn and an interest in the electrical trades field. The apprentice should display an eagerness to build their knowledge and are willing to put in the effort to develop their skills. Apprentice electricians work under the observation of a journey-level electrician, building basic skills and gaining additional tasks and responsibilities as they improve. The apprentice electrician will learn to identify, analyze, troubleshoot, and assist with repairs of equipment and how to assemble, install, test, and maintain electrical systems. The apprentice will learn to interpret blueprints and schematics; install wiring and electrical fixtures; update internal Facilities work order systems and client accounts; communicate and collaborate with other facilities workers and crew members.
- Attend Training Classes: Apprenticeships will require a combination of on-the-job learning, attendance and the satisfactory progress and completion of trade-related classes. Trade-related classroom training, lectures and discussions should result in satisfactory competency that leads to true craftsmanship, which is also evaluated as part of the curriculum.
- Adhere to Health and Safety Regulations: Health and safety regulations are important, so apprentices must adhere to the business' set standards as well as comply to legal regulations. This will help ensure the safety of both the apprentice and colleagues.
- Complete Training Assignments: Most of an apprentice's work is done during business hours, however, there is often a need to do homework out of work hours. Apprentices need to complete all homework to build their knowledge and skillset and to meet the requirements of the apprenticeship.
- Follow Company Processes: Apprentices need to follow all rules established by their employer. The apprentice is responsible for strictly adhering to all processes and procedures.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	0 years of	•This is an entry-level position. • Ability to read and write. • High mechanical aptitude and willingness to learn.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to read, write, and perform basic math skills.	
Ability to correctly and safely use common hand and power tools.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking				X		
Sitting			X			
Lifting	X					
Climbing				X		
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold					X

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat					X
Humidity					X
Wet					X
Noise					X
Hazards					X
Temperature Change					X
Atmospheric Conditions					X
Vibration					X

Vision Requirements:

Ability to see information in print and/or electronically.