
Auburn University Job Description

Job Title: **Apprentice Electrician**

Job Code: **ND48**

FLSA status: Non-exempt

Job Family: Production & Skilled Trades

Level 1 - Grade STUC: \$31,200

Level 2 - Grade STUC: \$32,240

Level 3 - Grade STUC: \$34,320

Level 4 - Grade STUC: \$36,400

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 four-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

Essential Functions

1. **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.
2. **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.
3. **Adhere to Health and Safety Regulations:** Health and safety regulations are important, so apprentices must adhere to business standards as well as comply to legal regulations. This will help ensure the safety of both the apprentice and colleagues.
4. **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 skill set and meet the requirements of the apprenticeship.
5. **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.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School diploma or equivalent.
Experience (yrs.)	0	See Apprenticeship Levels

Apprenticeship Levels:

Apprentice I - This is an entry-level position.

- High School education
- Ability to read and write
- High mechanical aptitude and willingness to learn

Apprentice II - This is a beginner semi-skilled position:

- Successful Completion of prescribed NCCER educational curriculum [Introduction to Basic Construction, Electrical Level I course work].
- Successful completion of prescribed on-the-job learning hours [2000]
- Performance evaluation of "Meets Expectations" or higher.

Apprentice III - This is a semi-skilled position:

- Successful Completion of prescribed NCCER educational curriculum [Electrical level 2 course work].
- Successful completion of prescribed on-the-job learning hours [2000 hours at Level 1 (4,000 cumulative)]
- Performance evaluation of "Meets Expectations" or higher.

Apprentice IV - This is an advanced semi-skilled position:

- Successful Completion of prescribed NCCER educational curriculum [Electrical level 3 course work].
- Successful completion of prescribed on-the-job learning hours [2000 hours at Level 2 (6,000 cumulative)].
- Performance evaluation of "Meets Expectations" or higher.

Apprentices that successfully complete their academic work [approximately 700 hours related training course work] and required on-the-job training [8000 hours] are awarded the certificate of completion for the State of Alabama Apprenticeship program.

Employees who fail to complete the required hours for training/coursework will be subject to discipline procedures.

Employees who attain established levels of proficiency and qualifications are eligible to move to the next level in the apprenticeship program.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Ability to read, write, and perform basic math skills.

Ability to correctly and safely use common hand and power tools.

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

Frequent heavy or intense physical requirements, combined with exposure to a number of disagreeable elements, such as heat, cold, noise, dust, dirt, chemicals. Injury may require professional treatment or hospitalization. Constant precautions required.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, and lifting more than 100 pounds.

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Date: 10/31/2022

