

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Apprentice Electrician	<b>FLSA STATUS:</b>
<b>JOB NO:</b>	DECAPP1	<input type="checkbox"/> Exempt
<b>DEPARTMENT:</b>	Duro Electric	<input checked="" type="checkbox"/> Non-Exempt
<b>WORK CITY/REGION:</b>	Colorado	<b>LEADERSHIP STATUS:</b>
<b>REPORTS TO:</b>	Superintendent or Foreman	<input type="checkbox"/> Supervisory
<b>DATE ISSUED/REVISED:</b>	10/20/2016	<input checked="" type="checkbox"/> Non Supervisory

**GENERAL SUMMARY/PRIMARY FUNCTION**

Responsible for making our #1 critical success factor, safety first, a priority in all tasks and activities performed by self and all others involved. Performs lay out and installs, and repairs wiring, electrical fixtures, apparatus, and control equipment.

**MAJOR RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS**

1. Plans new or modified installations to minimize waste of materials.
2. Provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes.
3. Prepares sketches showing location of wiring and equipment, or follows diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring.
4. Measures, cuts, bends, threads, assembles, and installs electrical conduit, using tools, such as hacksaw, pipe threader, and conduit bender.
5. Pulls wiring through conduit, assisted by electrician helper.
6. Splices wires by stripping insulation from terminal leads, using knife or pliers, twisting or soldering wires together, and applying tape or terminal caps.
7. Connects wiring to lighting fixtures and power equipment, using hand tools.
8. Installs control and distribution apparatus, such as switches, relays, and circuit-breaker panels, fastening in place with screws or bolts, using hand tools and power tools.
9. Connects power cables to equipment, such as electric range or motor, and installs grounding leads.
10. Tests continuity of circuit to ensure electrical compatibility and safety of components, using testing instruments, such as ohmmeter, battery and buzzer, and oscilloscope.
11. Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement.
12. May repair faulty equipment or systems.
13. Perform additional duties as assigned

**JOB CRITERIA**

MINIMUM EDUCATION AND EXPERIENCE

The electrical trade is normally learned by completing a 4- or 5-year apprenticeship program. Apprenticeship gives trainees a thorough knowledge of all aspects of the trade. High school courses in mathematics, electricity, electronics, mechanical drawing, science, and shop provide a good background and technical schools also are beneficial. Usually must pass an examination that tests their knowledge of electrical theory, the National Electrical Code, and local electric and building codes.

### ESSENTIAL FUNCTION WORKSHEET

This form is used to collect information required to define the essential functions of a job. Essential functions are the basic, fundamental tasks that must be performed in order to complete the job's assigned responsibilities; i.e. the position exists to perform the function.

	<i><b>PHYSICAL DEMANDS</b></i>	<i><b>INTENSITY/COMMENTS</b></i>
<input checked="" type="checkbox"/>	BALANCING: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	
<input checked="" type="checkbox"/>	CLIMBING: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms, requiring body agility.	
<input checked="" type="checkbox"/>	CRAWLING: Moving about on hands and knees or hands and feet.	
<input checked="" type="checkbox"/>	CROUCHING: Bending the body downward and forward by bending leg and spine.	
<input checked="" type="checkbox"/>	FEELING: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	
<input checked="" type="checkbox"/>	FINGERING: Picking, pinching, typing, writing or otherwise working, primarily with fingers rather than with the whole hand or arms as in handling.	
<input checked="" type="checkbox"/>	HEARING: Perceiving the nature of sounds with no less than a 40 db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.	
<input checked="" type="checkbox"/>	KNEELING: Bending legs at knee to come to a rest on knee or knees.	
<input checked="" type="checkbox"/>	LIFTING: Raising objects from a lower to a higher position or moving objects horizontally from position to position. This fact is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.	AVERAGE LBS.: 50 lbs.
<input checked="" type="checkbox"/>	PULLING: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	
<input checked="" type="checkbox"/>	PUSHING: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	
<input checked="" type="checkbox"/>	REACHING: Extending hand(s) and arm(s) in any direction.	AVERAGE DISTANCE: 3 feet
<input checked="" type="checkbox"/>	SITTING: Activity limited to sitting with only occasional opportunity to walk or stand.	
<input checked="" type="checkbox"/>	SQUATTING: Lowering the body at the knees, requiring body to be supported by feet and bent knees.	
<input checked="" type="checkbox"/>	STANDING: For sustained periods of time.	
<input checked="" type="checkbox"/>	STOOPING: 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 lower extremities and back muscles.	
<input checked="" type="checkbox"/>	WALKING: Moving about on foot to accomplish tasks,	

	particularly for long distances.	
<input checked="" type="checkbox"/>	Visual Acuity:	
<input type="checkbox"/>	Color vision	
<input type="checkbox"/>	Depth Perception	
<input checked="" type="checkbox"/>	Visual perception of detail at distances close to the eyes; data and figures, computer terminal; visual inspection involving small defects, small parts, operation/repair of machines	
<input type="checkbox"/>	Visual perception involving distances at or within arm's reach (mechanics, machine operators)	
<input type="checkbox"/>	Visual perception involving extended distances (such as required by equipment operators)	
<input checked="" type="checkbox"/>	<b>POTENTIAL SAFETY HAZARD:</b>	
<input checked="" type="checkbox"/>	To oneself	
<input checked="" type="checkbox"/>	To fellow worker(s)	
<input checked="" type="checkbox"/>	To public	
	<i>WORKING CONDITIONS</i>	<i>COMMENTS</i>
<input checked="" type="checkbox"/>	Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.	
<input checked="" type="checkbox"/>	The worker is subject to outside environmental conditions; no effective protection from weather.	
<input checked="" type="checkbox"/>	The worker is subject to both environmental conditions; activities occur inside and outside.	
<input checked="" type="checkbox"/>	Worker is subject to extreme cold; temperatures below 32 for periods of more than one hour.	
<input checked="" type="checkbox"/>	Worker is subject to extreme heat; temperatures above 100 for periods of more than one hour.	
<input checked="" type="checkbox"/>	Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.	
<input checked="" type="checkbox"/>	Worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.	
<input checked="" type="checkbox"/>	Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.	
<input checked="" type="checkbox"/>	Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases or poor ventilation.	
<input checked="" type="checkbox"/>	Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.	
<input checked="" type="checkbox"/>	Worker is subject to scheduled overtime.	
<input checked="" type="checkbox"/>	Worker is subject to unscheduled overtime.	
<input checked="" type="checkbox"/>	Worker is subject to emergency situations involving hazards, elements and limited response time, creating stressful situations.	
<input checked="" type="checkbox"/>	Worker is subject to night work hours; rotating shifts.	
	<i>MENTAL DEMANDS</i>	<i>INTENSITY/COMMENTS</i>
<input checked="" type="checkbox"/>	<b>PUBLIC CONTACT:</b>	
<input checked="" type="checkbox"/>	Routine	
<input checked="" type="checkbox"/>	Complaint	

<input checked="" type="checkbox"/>	Emergency	
<input checked="" type="checkbox"/>	HANDLING CONFLICT	
<input checked="" type="checkbox"/>	HANDLING MULTIPLE PRIORITIES	
<input type="checkbox"/>	MAKE DECISIONS WITH LIMITED INFORMATION	
<input type="checkbox"/>	MAKE NON-ROUTINE OR UNEXPECTED JUDGMENTS	
<input type="checkbox"/>	OPERATE IN ABSENCE OF CLEAR EXPECTATIONS OR PROCEDURES	
<input checked="" type="checkbox"/>	OPERATE UNDER SHORT TIMEFRAMES; DEADLINES	
<input checked="" type="checkbox"/>	SERIOUS CONSEQUENCES OF ERROR; THREAT TO LIFE AND PROPERTY	
<input checked="" type="checkbox"/>	USE OF TACT AND DIPLOMACY	
<input checked="" type="checkbox"/>	REASONING:	
<input checked="" type="checkbox"/>	Apply procedure	
<input checked="" type="checkbox"/>	Develop new procedure	
<input checked="" type="checkbox"/>	INFORMATION ORDERING; ARRANGE THINGS OR ACTIONS IN A CERTAIN ORDER	
<input checked="" type="checkbox"/>	VISUALIZATION - IMAGINING HOW SOMETHING WILL WORK	
<input checked="" type="checkbox"/>	COMPARISON OF LETTERS, NUMBERS OR PATTERNS QUICKLY AND ACCURATELY	Requires a strong analytical ability.
<input checked="" type="checkbox"/>	COMMUNICATION SKILLS:	Internal and external customers.
<input checked="" type="checkbox"/>	Develop written communications requiring grammar skills	
<input checked="" type="checkbox"/>	Interact with customers on an explanatory basis	
<input checked="" type="checkbox"/>	Interact with groups of people; co-workers, subordinates	
<input checked="" type="checkbox"/>	Use of telephones, 2-way radios, public address systems	
<input checked="" type="checkbox"/>	MATH SKILLS:	
<input checked="" type="checkbox"/>	Basic skills of addition, subtraction and multiplication	
<input checked="" type="checkbox"/>	Advanced math skills	
<input checked="" type="checkbox"/>	READING SKILLS:	
<input checked="" type="checkbox"/>	Basic instructional material	
<input checked="" type="checkbox"/>	Technical information	
<input type="checkbox"/>	OTHER: Basic accounting knowledge.	
<input checked="" type="checkbox"/>	OTHER: Basic knowledge of personal computers.	
<input type="checkbox"/>	OTHER: Travel required	

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Print Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature