



ELECTRICIAN APPRENTICE 1-5

DEFINITION:

Employees in this classification perform apprentice-level work in the trade of electrician and do related work as required. Incumbents in this classification are assigned to work primarily in the trade of electrician but may also be assigned to assist other Plant Services personnel as needed.

DISTINGUISHING CHARACTERISTICS:

Apprentice I

This is an entry-level position. Employees are required to complete eighteen (18) months of service and one hundred fifty (150) successful hours of trade-related vocational instruction. An employee who fails to complete the required hours for training/coursework will be subject to disciplinary procedures. Employees who attain established levels of proficiency and qualifications are eligible to move to the next level in the apprenticeship program.

Apprentice II

This is a semi-skilled position. Employees are required to complete eighteen (18) months of service and one hundred fifty (150) successful hours of trade-related vocational instruction. An employee who fails to complete the required hours for training/coursework will be subject to disciplinary procedures. Employees who attain established levels of proficiency and qualifications are eligible to move to the next level in the apprenticeship program.

Apprentice III

This is an advanced semi-skilled position. Employees are required to complete eighteen (18) months of service and one hundred fifty (150) successful hours of trade-related vocational instruction. An employee who fails to complete the required hours for training/coursework will be subject to disciplinary procedures. Employees who attain established levels of proficiency and qualifications are eligible to move to the journey level position.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

- Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary, and safety hazards and the need for repairs to the appropriate administrator.

- Responds to immediate safety and/or operational concerns (e.g., facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by the appropriate administrator.
- Communicates effectively orally, in writing, and electronically.
- Operates equipment such as District vehicles, electric carts, electric power lifts, forklifts, etc.; will use ladders.

Trade Responsibilities:

- Apprentice I works under the direction of a Journey level position.
- Apprentice II works under the general direction of a Journey level position, with some independence.
- Apprentice III works with oversight from a Journey level position, exercising a high level of independence.

All Apprentice positions perform the following:

- Performance of electrician duties in connection with a wide variety of building alterations, maintenance and repair projects, and other miscellaneous structures.
- installations, relocations, and maintenance of building wiring, circuits, switches, transformers, and controls.
- Installations necessary for interior and exterior wiring for equipment and appliances such as computers, test and lab equipment, pumps, lighting, motors, and service disconnects.
- Troubleshoots and repairs motor control centers, starters, contactors, circuit breakers, and related operating equipment.
- Replaces defective equipment parts for the purpose of maintaining safe operating conditions; uses various testing equipment to locate problems and makes necessary adjustments.
- Preparation and installation of traffic signal circuits and signal control equipment.
- Analyzes drawings for the purpose of identifying the location of current electrical systems to determine future installations of additional systems, components, and/or modifications.

EMPLOYMENT STANDARDS:

Knowledge of:

- Electrical principles and their application to the maintenance, repair and installation of electrical systems and devices.
- Methods, materials, tools, safety practices and equipment used in the electrical trade.
- Safety factors in the operation of equipment and materials.
- Applicable safety codes, ordinances, and regulations.



Ability to:

- Read and work from blueprints, technical manuals, charts and schematics.
- Maintain accurate records and reports on completed assignments.
- Operate and maintain a variety of equipment and tools.
- Understand and carry out oral and written instructions.
- Observe safety requirements and safe work practices and methods as required.
- Establish and maintain cooperative work relationships.

Education:

Equivalent to the completion of the twelfth grade. Trade school courses are preferred.

Experience:

Basic knowledge of methods, materials, tools, safety practices, and equipment used in the electrical trade.

License or Certification:

Possession of a valid class C New York State driver's license.

WORKING CONDITIONS:**Environment:**

- Indoor and outdoor environment, with climate changes.
- Includes travel to conduct work.

Physical Abilities:

- Hearing and speaking to exchange information.
- Dexterity of hands to perform the tasks required of the position.
- Sight in order to be aware of hazards and dangers found in the nature of the work.
- Regularly stand, walk, and sit for extended periods of time.
- Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
- Climb ladders of varying heights.
- Ability to maneuver in crawl spaces, attics, and utility tunnels.
- Ability to work at heights.
- Lift moderate to heavy objects up to 60 lbs.