



**INDEPENDENT ELECTRICAL  
CONTRACTORS**

**CENTRAL TEXAS CHAPTER**

[www.centexiec.com](http://www.centexiec.com)

## **Job Description for Apprentice Electrician**

### **SCOPE OF WORK**

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- A. Work will consist of installation, maintaining, alternations, additions and/or repairs of or, extending electrical systems, conductors and associated materials equipment within the commercial, industrial, and residential premises within the electrical industry. A minimum of 2,000 hours of on-the-job training is required in each year of Apprenticeship with a minimum 8,000 hours of on-the-job training to complete the program.
- B. Must attend a minimum of 144 hours of job related education instruction in each year of Apprenticeship training and maintain a minimum passing grade of 70%. There is a minimum of 576 hours of job related education instruction to complete the program.
- C. Apprenticeship is a four year commitment. (Min. 8000 on-job-training/Min. 576 classroom hours.)

### **RESPONSIBILITIES**

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- A. In general, the Apprentice Electrician is responsible for assisting electricians by performing tasks of on-the-job training under the supervision of a Journeyman or Master Electrician installing the work, acquiring the skills and knowledge of the trade and become a Journeyman Electrician.
- B. Attend job-related education instruction a minimum of one night per week for four hours.
- C. See section XXV of the Standards of Apprenticeship for specific responsibilities.
- D. See the Apprenticeship Handbook for the breakdown of on-job-training.

### **POSITION REQUIREMENTS**

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- A. Provide a copy of your social security card or birth certificate or other approved document.
- B. Provide a copy of your photo driver's license or other approved photo identification.
- C. Provide a copy of your High School Diploma or GED.
- D. No previous work experience is required.
- E. Applicant must be able to meet the contractor's "New Hire Policy", which may include drug testing. If not able to meet the contractor's "New Hire Policy", the Apprenticeship Program is NOT obligated to place you with another contractor member.
- F. Applicant must obtain a State of Texas "Apprentice License" to work.
- G. Male applicants between ages 18 – 26 must have registered with Selective Services.

## WORKING CONDITIONS

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- A. Job requires working in all elements. This depends on job location and time of year (heat, cold, rain, snow)
- B. Must be able to utilize construction site sanitary facilities (Porta-Johns)
- C. Job requires employee to have required personal hand tools with them at all times. Employers will provide you with a list of hand tools needed. IEC has discount programs available to purchase tools. (Waist tool belt can weigh as much as 30 pounds)
- D. Work from and carry all types of ladders including, but not limited to, step and extension ladders.
- E. Employee's personal weight and personal tools cannot exceed weight of ladder:
  - Type I ladders are rated for heavy-duty and have a **250-pound limit**.
  - Type IA ladders are intended for extra-heavy-duty and can support up to **300 pounds**.
- F. Perform work at various heights, in some cases above 50 feet, from ladders, scaffolds, aerial lifts, bucket trucks, cat walks or other safe work areas. Fall protection safety training and equipment, if required, will be provided by your employer.
- G. Work in restricted areas (electrical switchgear room, manholes, utility tunnels, crawl spaces, attics).
- H. Wear the provided personal protective equipment (PPE) as required. Including hard hats, safety glasses, safety shoes, dust masks, respirators, etc.
- I. Repetitive use of arms, hands and fingers. Lifting equipment and working overhead when required.
- J. Able to work 8 hours per day, 40 hours per week, and overtime as required and night shifts.

## OBTAINABLE SKILLS

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- A. Positively identify colors of wires.
- B. Comprehends drawings, blueprints and schematics.
- C. Bend conduit by hand with hand benders.
- D. Utilize all power tools, drills, saws, pipe threading and wire pulling equipment, hydraulic benders, etc.
- E. Capable of digging trenches, either by use of hand tools or power equipment.
- F. Practices and comprehends safe work procedures as outlined in Safety Policy, Apprenticeship Handbook, Hazard-Communication (Haz-Com) Policy, and Lockout/Tagout Policy of the sponsoring employer.
- G. Operates two handed tools/equipment, knock-out punchers, cable cutters, hammer drills, jack hammers, compression tools, termination torqueing tools, etc.
- H. Read and interpret maps, instructional manuals, specifications, work site directions, blueprints and written instructions.
- I. Operate and work from mechanical, motorized or scissor lifts (electric or gas powered).
- J. Must be able to hear distress and warning signals and verbal commands on job sites.

## PHYSICAL FUNCTION

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- A. Must be able to bend, stoop, squat, crawl, climb, kneel, balance, push, pull and reach overhead.
- B. Must be able to lift a minimum of 50 pounds on a continuing basis.
- C. Constantly moving or standing on your feet.
- D. Climb ladders (all types)
- E. Completing overhead work for full day assignments.

- F. Must be able to make transition from employee parking area or street into construction work areas and to gain access to all levels of the building, even if the only means of access is by O.S.H.A. approved site construction ladder or stairs still under construction but acceptable for use.
- G. Responsible for security of tools and materials from storage areas.
- H. Possess good vision (normal or corrected).
- I. Hears well (normal or corrected).

## OBJECTIVE

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- Develop the skills and mechanical ability to become an electrical trade craftsman.
- Obtain the technical knowledge to achieve electrician status upon completion of the Apprenticeship.
- Pass the State of Texas Journeyman exam and secure the license.