

CLASS TITLE: ELECTRICIAN APPRENTICE

PURPOSE OF THE CLASSIFICATION: Under immediate supervision assists journeyman electrician with semiskilled to skilled electrical maintenance and installation work on a wide variety of electrical systems and mechanical equipment and other related assigned duties.

ESSENTIAL TASKS:

- Assists journeyman electricians with various projects
- Picks up material and delivers to job sites or stockroom
- Maintains service truck and onboard stock and supplies
- Assists in establishing and maintaining new services, circuits, control systems and new equipment installations
- Completes work orders, truck inspection forms and preventive maintenance reports
- Assists in maintaining stockroom and supply orders
- Performs duties of the second person required for confined space entry and electrical work
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED); and two (2) years experience working on electrical/electronic systems or a related area in construction; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Up to one year of experience could be substituted with the completion of a certified technical school program in Electrical Trades/Electricity. Refer to the Electrical progression criterion document for additional requirements. Progression to a Senior Electrician Apprentice is mandatory and requirements to progress to that level must be obtained within twenty-four (24) months to position as an Electrician Apprentice.

Knowledge, Abilities, and Skills: Good knowledge of the standard practices, materials, tools and equipment of the electrical trade; and good knowledge of occupational hazards of the trade and appropriate precautionary measures. Ability to work from blueprints, diagrams and schematics; ability to assist in repairing, maintaining and installing various electrical systems; ability to assist in locating and repairing defects in electrical systems and equipment; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information.

Physical Requirements: Physical requirements include standing and walking; frequent lifts/carries up to 30 pounds and occasional lifts/carries up to 60 pounds; constantly lifts/carries up to 10 pounds; requires pushing/pulling a maximum force of 100 pounds peak; frequent balancing, bending, reaching, kneeling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "B" Commercial Driver's License (CDL) within six (6) months of hire with an applicable endorsement in some positions; an Electrician's Apprentice License as issued by the State of Oklahoma within six months of hire; a Department of Environmental Quality (DEQ) class "D" wastewater license within six months of hire in some positions.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: live electrical equipment, hazardous materials, animal waste/dead animals, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, sewage, damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, overhead power lines, confined spaces, and high noise areas. May be required to be on standby and work overtime as required.

Page 2 (continued from Electrician Apprentice)

Class Code: 7538

EEO Code: N-07

Pay Grade: LT-17

Group: Labor and Trades

Series: Equipment and Plant Maintenance

Effective date: July 2, 2018