



**JOB TITLE:** AP-3 Year 3Apprentice

**SCOPE OF WORK:**

- A. Work will consist of installation, alterations, additions and/or repairs of electrical systems, conductors and associated materials and equipment within the commercial, industrial and residential electrical industry. Must complete 2,000 hours of on-the-job training in each year of Apprenticeship.
- B. Must attend 144 hours of classroom instruction in each year of Apprenticeship training and maintain a minimum passing grade of 70. There are four years of Apprenticeship.

**RESPONSIBILITIES:**

- A. Assist electricians by performing tasks under the direct supervision of an electrician installing the work and handling the bulk of materials. This employee should keep all materials, tools, and equipment in an orderly fashion and always keep the work area clean. Demonstrating safe work habits and proper care of tools and equipment.
- B. Exhibits complete and thorough knowledge of all skills generally attributed to the electrical helper and possesses motivation to accomplish such tasks with general supervision.
- C. Successfully completed 2 years of Apprentice Study with a PASSING grade
- D. Install buss feeders
- E. Wire and conduit sizing
- F. Switchgear installation and termination
- G. Layout and preparation for installation
- H. Underground layout and rough-in
- I. Motors and controls - trouble shooting
- J. Possess skills of lower EH-Rating Job Title (EH-3, EH-2, EH-1)

**POSITION REQUIREMENTS:**

- Provide birth certificate and current drivers license
- High School diploma or GED; high school transcript



- Evidence of previous experience in electrical field (if any)
- Letter of recommendation from previous or present employer
- DD214 (if veteran)
- If applicant is accepted into the program, he/she will be required to take a physical exam which includes a urine analysis for illegal drugs
- Successfully completed 2,000 hours of on-the-job training and 144 hours of classroom study with minimum passing grade of 70 for each year. The Apprenticeship Committee which is named as the Program Sponsor in the Registered Apprenticeship Standards will determine the level of Apprenticeship. There are four years of apprenticeship training.

**LICENSES:** Current Driver's License and have own transportation, (most job sites are not always served by public transportation)  
Electrical - Current Journeyman

**EDUCATION:** High School Graduate, holder of G.E.D., or equivalent training.

**EXPERIENCE:** Has 4 years of previous electrical experience

**WORKING CONDITIONS:**

1. Job requires working in all elements, depending on job location, time of year, heat, cold, rain, and snow.
2. Must be able to utilize construction site sanitary facilities (Porta-Johns).
3. Job requires employee to have required personal tools with them at all times (waist tool belt as worn weighs approximately 30 lbs.).
4. Work from all type ladders (step ladders up to 14', "A" frame ladders and all size extension ladders) and carry and relocate up to 12' step ladder by one's self.
5. Employee's personal weight and personal tools cannot exceed weight limit of ladder (Class 1 - 250 lbs., Class 1A - 300 lbs.).
6. Perform work at various heights, up to 125' from ladders, scaffolds, aerial lifts, cat walks or other safe work areas.
7. Work in restricted areas (switchgear room, manholes, utility tunnels, crawl spaces, and attics).
8. Wear personal protective equipment (hard hat, safety glasses at all times), respirator when required.



9. Repetitive use of arms, hands and fingers.
10. Able to work 8 hours per day, 40 hours per week, and overtime as required and night shifts.

**SKILLS:**

1. Positively identify colors of wires.
2. Comprehends reading and drawing prints and schematics of same.
3. Bend conduit by hand with hand benders.
4. Must use all power tools, saws, threaders, wire tuggers, hydraulic benders, and knockout punches.
5. Capable of digging trenches, either by use of hand tools or power equipment.
6. Operate equipment, trenchers, back hoe, lift trucks in a safe manner.
7. Practices and comprehends safe work procedures as outlined in Company Safety Policy Handbook, Haz-Com Policy, and Lockout/Tagout Policy.
8. Operates two (2) handed tools/equipment, cable cutters, hammer drills, compression tools, jack hammers.
9. Operate company trucks with manual and automatic transmission.
10. Read and interprets maps, instructional manuals, specifications, work site directions, blue prints and written instructions.
11. Operate and work from mechanical personnel lifts (electric or gas powered).
12. Work energized circuits and equipment with company management approval as outlined in Safety Policy.

**PHYSICAL FUNCTION:**

1. Must be able to bend, stoop, squat, crawl, climb, kneel, balance, push, pull and reach over head.
2. Lift 51 pounds.
4. Climb ladders (all types).



5. Completing overhead work for full day assignments.
6. 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.
7. Possess good vision (normal or corrected).
8. Responsible for securing tools and materials from storage areas to complete their assigned tasks.

**WORKING CONDITIONS:** All elements inside and outside

**POSITION FROM WHICH AN EMPLOYEE COULD BE PROMOTED INTO THIS POSITION:** AP-2

**PROMOTIONAL OBJECTIVES:** - AP-4 Apprentice Electrician Next Level. The level of each apprentice is determined as specified in the Apprenticeship Standards that govern the program.