

## **JOB DESCRIPTION**

**Job Title:** Apprentice Electrician  
**Reports To:** Member Services Representative  
**Direct Reports:** None  
**FLSA Status:** Non-Exempt  
**Revised Date:** December 2020

**Objective:** To provide maximum service to member-consumers by:

- A. To aid consumers in acquiring safe, proper, efficient and economical electric service.
- B. To maintain the cooperative's goodwill with its members, directors, employees, affiliated organizations, and general public.
- C. To promote safe working conditions through adherence to all established safety rules and practices.
- D. To be familiar with all traffic laws, first aid, safety rules and regulations.
- E. To gain an increasing knowledge and understanding of the cooperative's objectives and viewpoints, to assist in gaining the acceptance of the cooperative as member of the business community.

**Duties and Responsibilities:** To fulfill the objectives of this position, the employee shall be expected to perform any or all of the following duties and responsibilities: Other duties may be assigned.

- A. Reports ready for work each day at the appointed time, properly attired. If unable to report to work on time, notifies the Cooperative of the fact before reporting time.
- B. Keeps informed as to cooperative policies.
- C. Promotes load management and the installation of off-peak heating to customers. Responds to customer inquiries regarding load management.
- D. Assists consumers by recommending steps for conservation of energy through proper insulation, building construction, and heating and cooling equipment.
- E. Keeps informed to cooperative rate schedules and response to customer inquiries regarding cost of electrical service.
- F. Provides written documentation of the work tickets completed.

- G. Assists consumers with inquiries regarding cooperative rules, regulations, and policies.
- H. The work to be performed includes: Complete a visual inspection of the site and documenting any discrepancy, document safety violations which are visual, document meter reading, check meter seal, replace meter and reseal, make minor repairs and/or adjustments.
- I. Collects delinquent bills as authorized.
- J. Sees that all safety rules and regulations are followed.
- K. Reports all accidents to the Member Service Representative.
- L. Attends and participates in safety meetings.
- M. Informs Member Services Representative of any repairs necessary to vehicles and work equipment.
- N. Maintains warehouse and vehicles in a neat and orderly manner.
- O. Performs such other activities as may be assigned by the Member Services Representative from time to time.
- P. Must exercise initiative, judgment and knowledge of cooperative practices, policies and organization.

I. RELATIONSHIPS

- A. Member Services Representative—to function under his/her direction and to assist him in a way he may direct for the benefit of the cooperative and its members.
- B. Office Employees and Line Crews—to be courteous and to work with them to achieve a high degree of efficiency and productivity on the job.
- C. Members—to maintain a courteous and cooperative relationship with all members and to assist them in meeting their needs.
- D. Foreman—works with and may receive direction to coordinate projects to meet program objectives as necessary.

- E. Civic and Community Groups—to participate in the meetings of, to take advantage of every opportunity to gain increased understanding and acceptance of the rural electric programs.

## II. QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### A. EDUCATION AND/OR EXPERIENCE

1. A college or technical school degree in electrical maintenance, construction or other appropriate field preferred, alternatively, experience in applicable field. Hours worked will be recorded and after completion of 8,000 hours, you will be required to take the test to become a Journeyman Electrician.
2. Experience:
  - Electrical construction, maintenance and repair.
  - Electrical service call and troubleshooting.
  - Customer service experience preferred.

### B. LANGUAGE SKILLS

1. Ability to read and comprehend instructions, correspondence, memos and equipment and product manuals. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees and vendors.

### C. MATHEMATICAL SKILLS

1. Ability to work with basic mathematical concepts. To be able to calculate and measure with units used in the electrical work and building maintenance.

### D. REASONING ABILITY

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to

interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

E. CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid South Dakota Apprentice Electrician's License
2. Valid driver's license, Class "B" CDL

F. OTHER SKILLS and ABILITIES

1. Must have knowledge of electrical safety, circuitry, hardware and National Electrical Code.
2. Must have knowledge of PC computers and major software programs.
3. Must have good oral and written communication skills should understand cooperative philosophy and organization.
4. Must develop a working knowledge of electrical energy usage requirement for appliances and equipment.
5. Must have knowledge of mathematics calculations.
6. Must be able to meet the physical demands & environmental conditions for Apprentice Electrician's position.
7. Must be tactful and capable of meeting and dealing amicably with all types of people—including co-op members and employees, vendors, building contractors, electricians, realtors, etc. —In a variety of circumstances in a manner beneficial to Union County Electric Cooperative.
8. Must be familiar with the use of electrical testing, construction and repair equipment, and also other technical devices.
9. Subject to random drug and alcohol testing.

**DISCLAIMER.** Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.