



## Cow Creek Government Office

### Position Description

**Position Title:** Electrician Apprentice

**Department:** UIUC

**Reports To:** Supervising Electrician

**FLSA Designation:** Non-Exempt

**Date Written/Revised:** 9/30/2021

#### **POSITION PURPOSE:**

Electrician Apprentices will work directly under the supervision of a qualified Supervising (Journeyman) Electrician in the installation, repair and maintenance of electrical systems. This apprenticeship leads to the General Journeyman Electrician license. Inside electricians perform electrical installations, construction, maintenance, repair and service. They work on electrical construction projects ranging from single-family residences to state-of-the-art industrial plants. They install conduits and wire lighting, switches, converters, and complex computerized systems. Apprentices complete 8000 hours of OJT and 576 hours of related classroom training.

The working environment varies. The work can require considerable standing, bending, reaching and lifting and may be conducted in cramped spaces or at great heights.

The apprentice shall be paid according to a progressively increasing wage schedule based on specified percentages of the average journey-level wage consistent with skills acquired.

#### **ESSENTIAL FUNCTIONS:**

- Helping install power supply wiring and conduit such as: EMT, O-CAL, Rigid conduit, MC cable, strut, cable trays
- Assisting with troubleshooting electrical components, wiring diagrams, transformers, motors, panels, and circuit
- Helping to install, maintain, and repair electrical systems such as: switch gears, motor controls, electrical panels, CT cabinets, conveyor systems, lighting, and power supplies
- Measuring, cutting, and bending wire and conduit, using measuring instruments and hand tools
- Tracing out short circuits in wiring, using test meter
- Examining electrical units for loose connections and broken insulation and tighten connections, using hand tools
- Constructing controllers and panels, using power drills, drill presses, taps, saws and punches
- Cleaning work area and washing parts
- Maintaining tools, vehicles, and equipment and keeping parts and supplies in order
- Other Duties as Assigned.

To be eligible for the apprentice program you must meet the following qualifications:

- Be a Cow Creek Tribal Member
- Be at least 18 years old
- High School graduate with a minimum GPA of 2.0 and passing grade of 'C'. Completed GED Certificate accepted.
- Completion of high school algebra with passing grade of 'C', or successful completion of college level MTH 052 or MTH 060 with grade of C or better, or equivalent college placement scores.
- Aptitude, energy, and desire for learning
- Able to take direction from others and maintain positive working relationships
- Ability to maintain a full time work schedule while going to school part time
- Eligible to receive Tribal Educational Funding

The following will be required for all applicants. The application will not be accepted until all items are received.

- Resume and Cover Letter
- Completed Application form (accessed at [www.cowcreek.com](http://www.cowcreek.com))
- 500 word essay describing why you should be considered for this opportunity
- 2 letters of reference from individuals who do not reside in your household
- High School and/or college transcripts

Apply on-line at [www.cowcreek-nsn.gov/employment/](http://www.cowcreek-nsn.gov/employment/)

Applications will be accepted from October 30-November 22, 2021

All applications officially close by 5:00pm on November 22, 2021

Questions can be directed to Kelly Warner, Manager - Cow Creek Career Center  
KWarner@cowcreek-nsn.gov