



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)
- 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/

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

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Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent -- 34-66%. Occasional - 6-33%. Intermittent -- 1-5%}

- 1. SITTING - (Percent of time or hours per day? Surface? Foot controls?) **Frequent**
- 2. STANDING - (Percent of time or hours per day? Type of surface? Duration at one time?) **Frequent**
- 3. WALKING - (Percent of time or hours per day? Surface? Distance?) **Frequent**
- 4. POSITIONS - (Can worker change positions frequently? Occasionally?) **Frequent**
- 5. LIFTING & CARRYING - (Weight? Type of object(s)? Frequency? Distance?) **Frequent, 20-50lbs**
- 6. PUSHING/PULLING - (Weight? Type of object(s)? Times per hour? Distance?) **Frequent**
- 7. REACHING/HANDLING - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Frequent**
- 8. BENDING/SQUATTING - (Frequency? From Waist? Knees? Duration?) **Frequent**
- 9. TWISTING - (From what body part(s)? Frequency? How far? Work being done?) **Frequent**
- 10. CLIMBING - (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Frequent.**
- 11. CRAWLING - (Surface? Frequency? Distance?) **Occasional**

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, and communicable disease, etc.) Indoor and outdoor work in all weather conditions. Frequent noise, light, dust, vibrations, dangerous conditions.

<input type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally
<input type="checkbox"/>	Light Work	= Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently
<input checked="" type="checkbox"/>	Medium Work	= Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/>	Heavy Work	= Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE _____
DATE

SUPERVISOR _____
DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.