



Commercial & Residential Services Since 1954

License #PC659007, MB673406, EA659286

JOB DESCRIPTION

ELECTRICAL APPRENTICE

JOB PURPOSE

To learn and develop skills in the Electrical field to assist the Electrical Department.

JOB SCOPE

The Electrical Apprentice reports to his Foreman.

JOB RESPONSIBILITIES

1. Customer Relations

- 100% customer satisfaction
- Communication

2. Miscellaneous

- Learn trade names
- Develop labor saving techniques
- Maintain Registered Unlicensed licenses and continuing education
- Develop Electrical skills

Skills

The Electrical Apprentice must demonstrate the following skills:

- Team building skills
- Problem solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Attention to details skills
- Organizational skills
- Written communication skills
- Stress management skills
- Time management skills

- Coordination with other trades
- Material handling (returns and orders)
- Fills out project log books
- Follows job site safety requirements
- Blueprint reading skills

PERSONAL ATTRIBUTES

The Electrical Apprentice must maintain strict confidentiality with the finance and personal information. The Electrical Apprentice must also demonstrate the following personal attributes:

- Honest and trustworthy
- Respectful
- Sound work ethics
- Works well with others
- Good interpersonal skills
- Flexibility

PHYSICAL DEMANDS

The Electrical Apprentice will spend 100% of their time in the field. Working conditions may include hot and cold days in the field. Lifting conditions may be up to 100 pounds.

MENTAL DEMANDS

There are several deadlines associated with this position which may cause significant amounts of stress. The Electrical Apprentice must be able to maintain good customer service when dealing with a wide variety of people and complex electrical issues.

PERFORMANCE REVIEWS

The Electrical Apprentice will receive a performance reviews at intervals appropriate to their position and length of employment and their success will be based on the following criteria:

- Ability to start, finish and manage projects without guidance
- Development of process and tools that streamline operations and cut cost
- Customer satisfaction
- Work ethic
- Trade knowledge

COMPENSATION PACKAGE

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|----------------------------------|--|
| Salary | |
| Status | Full Time |
| Employee health insurance | 75% of employee plan |
| Simple IRA | Match up to 3% of Salary after 60 days |
| Tablet | Yes |
| Schedule | 4-day work weeks |
| On call | No |
| Vacation | 2 weeks |
| Holidays | 8 paid holidays per calendar year |

Additional Compensation:

- Tool bonus, \$500 allowance to update tools for the company, for your vehicle or job site
- Continuing education classes will be provided at Ron's Plumbing, HVAC and Electric's expense.
- Ron's Plumbing, HVAC and Electric will cover all expenses if you are to be traveling (Fuel, Room, vehicle and maintenance)
- Clothing allowance of \$300 per year for t-shirts, sweatshirts, jackets, hats, boots, gloves and safety apparel