



New Age Electric, Inc.
 8850 Brookville Road Silver Spring, MD 20910
 Phone: 301-588-4457 | Fax: 301-588-4390 | www.newagedc.com

Job Title:	Electrical Apprentice	FLSA Status:	Non-Exempt
Department/Group:	Technician	Position Type:	Full Time
Location:	Throughout DC Metro Area	Benefits:	Employer sponsored health insurance, Compressive Benefit Package & Tuition Reimbursement Program

Applications Accepted By: ONLINE ONLY

Phone and walk-in applicants are **not** accepted for this position.
 Apply online at: <http://www.newagedc.com/employment.html>

Job Description

ROLE AND RESPONSIBILITIES
 Assist Electricians to install and repair electrical wiring, fixtures, and equipment by performing the following duties.

- Gathers tools and supplies to be used at work site.
- Measures, cuts, and bends wire and conduit.
- Drills holes for wiring and pulls or pushes wiring through openings. Traces out short circuits in wiring.
- Assists in lifting, positioning, and fastening objects such as wiring, conduit, and motors. Performs minor repairs such as replacing fuses, light sockets, bulbs, and switches.
- Maintains tools and equipment and keeps supplies and parts in order.
- Disassembles defective electrical equipment, replaces defective or worn parts, and reassembles equipment.
- Cleans work area, machines, tools, and equipment.
- Performs other routine duties.

QUALIFICATIONS AND EDUCATION 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.

Education/Experience:
 High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Driving & Personal Vehicle Use:
 The employee must be able to legally drive and have everyday access to a personal vehicle. Employee is responsible for transportation using a personal vehicle to and from jobsites throughout the DC Metro area.

Language Ability:
 Must be able to understand, effectively communicate and write in English. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers and other employees of the organization.



Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Technology Skills:

Basic computer skills and familiarity with smart phones is required.

Certificates and Licenses:

No certifications needed

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this Job, the employee is regularly exposed to work in high, precarious places and risk of electrical shock. The employee is frequently exposed to work nearing mechanical parts. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to stand; use hands to handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to walk.

ADDITIONAL NOTES

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Acknowledgment:		Date:	
Printed Name:			