



Electrical Apprentice

Job Specification
Classification: Non-competitive
Series: Electrical
Level: 1 of 3

DISTINGUISHING FEATURES OF THE CLASS: This is the entry level of the Electrical series and is responsible for assisting on all types of projects. Responsibilities include performing routine and defined tasks, assisting in the installation of new systems and resolving problems with current systems. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Assists with installations, maintenance, and repairs of electrical, communications, and traffic control systems; determines appropriate tools and materials for job, and follows prescribed procedures and safety guidelines.
- Responds to concerns, complaints, and troubleshooting calls on systems; performs diagnosis and repair of systems; follows prescribed guidelines and procedures under direction of supervisor.
- Assists with preventative maintenance on electrical facilities and equipment as scheduled and assigned.
- Performs routine and defined tasks related to troubleshooting, work orders, maintenance, and upkeep of electrical, communications, and traffic systems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Electrical, communications, and traffic systems operations;
- Applicable tools and equipment for assigned tasks;
- Occupational hazards and standard safety precautions.

Ability to:

- Follow directions and carry out oral and written instructions;
- Perform troubleshooting and maintenance of equipment;
- Use applicable tools;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma. Must be enrolled in an Indentured Electrical Apprenticeship Program with a minimum of 2000 hours of on-the-job training.

Licensing Requirements: Valid NYS CDL with Class B endorsement within 6 months of permanent appointment. Must maintain current licensure during employment.

SPECIAL NECESSARY REQUIREMENT: None required.

Classification history:

Adopted: 3/20/2012

Revised: 4/23/2019 (title changed from Electrical Apprentice to Lineworker I);

7/16/2019 (title changed from Lineworker I to Electrical Apprentice)