



Job Opening Training Opportunity

Job Title: Electrician's Apprentice

Pay Rate: \$16.00 hr. - \$20.00 D.O.E.

Employment Type: Permanent, full-time with accredited training

Applications due: Open until filled

Position Summary

Assists electrician by performing duties requiring less skill, while progressively acquiring the trade-related skills necessary to become an electrician. Will be enrolled in an accredited apprenticeship program and must maintain good standing in the program by completing all required classroom work. Please refer to the full job description and travel policy for more details.

Duties & Responsibilities

Please refer to the full job description for more details.

Qualifications

- Must be 18+ years of age and hold a valid unencumbered driver's license.
- Must have a high school diploma or GED.
- Must be willing to travel often and sometimes continuously.
- Must have good knowledge of academic subjects such as language arts and math.
- Must have strong communication skills and the ability to maintain a professional appearance.
- At least two years of experience using hand and/or power tools preferred but not required.
- At least two years of experience in a position that requires manual labor preferred but not required.
- Background check required.

Applications

See the application checklist form for instructions on application submission and other relevant documents that must be included with your application. Application forms are available online at www.tongasselectric.com



APPLICATION CHECKLIST

All of the items listed below must be submitted as part of your application for employment as an electrician's apprentice for Tongass Electric. If any of the items listed below are incomplete or missing from your application package, your application will not be considered.

Please include this checklist with your application package and include your initials next to each item that you have included with your package.

_____ Completed application form.
Initial

_____ Typed resume and cover letter.
Initial

_____ Signed job description.
Initial

_____ Signed Travel and Location Policy.
Initial

_____ Signed Driver's License Policy.
Initial

Please submit your application either by email to admin@tongasselectric.com.



JOB DESCRIPTION

Position:	Electrician's Apprentice
Classification:	Full time, hourly, permanent, At-will
Reports to:	Electrician
Starting pay rate:	\$16.00/ hr. - \$20.00 D.O.E.

Position Purpose:

Assists electricians by performing duties requiring less skill while progressively acquiring the trade-related skills necessary to become an electrician. Duties include using, supplying, or holding materials or tools, and cleaning work area and equipment. Classroom work will be administered and is a requirement.

Essential Job Functions:

- Performing General Physical Activities including handling and moving objects in excess of 50 lbs.
- Clean work sites. Dig holes or trenches. Move construction or extraction materials to locations where they are needed. Remove debris or vegetation from work sites.
- Assemble equipment and structures.
- Cut and/or bend metal components for installation.
- Drill holes in construction materials.
- Install electrical components, equipment, or systems under supervision of an electrician.
- Thread wire or cable through ducts or conduits.
- Monitor Processes, Materials, or Surroundings.
- Updating and Using Relevant Knowledge.
- Inspect electrical or electronic systems for defects. Test electrical equipment or systems to ensure proper functioning.
- Establish and maintain interpersonal relationships while communicating with Supervisors, Peers, or Subordinates.
- Repairing and Maintaining Electronic Equipment.
- Making Decisions and Solving Problems.
- Evaluating Information to Determine Compliance with Standards.
- Operating Vehicles, Mechanized Devices, or Equipment.

Duties and Responsibilities:

The Electrician's Apprentice shall be responsible for assisting the supervising electrician with all job-related tasks associated with the repair and installation of electrical systems including the following:

- ✓ Erect electrical system components and barricades, rig scaffolds, hoists, and shoring.



- ✓ Perform semi-skilled and unskilled laboring duties related to the installation, maintenance and repair of a wide variety of electrical systems and equipment.
- ✓ Dig trenches or holes for installation of conduit or supports.
- ✓ Bolt component parts together to form tower assemblies, using hand tools.
- ✓ String wires or cables through ducts or conduits, under the ground, through equipment, or to towers.
- ✓ Measure, cut, and bend wire and conduit, using measuring instruments and hand tools.
- ✓ Trace out short circuits in wiring, using test meter.
- ✓ Strip insulation from wire ends, using wire stripping pliers, and attach wires to terminals for subsequent soldering.
- ✓ Examine electrical units for loose connections and broken insulation and tighten connections, using hand tools.
- ✓ Construct controllers and panels, using power drills, drill presses, taps, saws, and punches.
- ✓ Drill holes and pull or push wiring through openings, using hand and power tools.
- ✓ Clean work area and wash parts.
- ✓ Maintain tools, vehicles, and equipment and keep parts and supplies in order.
- ✓ Transport tools, materials, equipment, and supplies to work site by hand, hand truck, or heavy, motorized truck.
- ✓ Thread conduit ends, connect couplings, and fabricate and secure conduit support brackets, using hand tools.
- ✓ Disassemble defective electrical equipment, replace defective or worn parts, and reassemble equipment, using hand tools.
- ✓ Maintain good standing in the electrical apprenticeship program, completing all required classroom work on time while maintaining the required GPA.
- ✓ Maintain a driver's license in the State of Alaska and a clean driving record.
- ✓ Other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

A high school diploma or GED is required. Must demonstrate at least 2 years of prior experience in a position that requires manual labor and use of hand/ power tools or equipment. Must demonstrate experience proficiently communicating with customers, coworkers.

KNOWLEDGE REQUIREMENTS:

- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Mechanical** - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.



- **Building and Construction** - Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

WORK ENVIRONMENT:

Most job duties are performed in the field (project sites including a customer's home and/or building construction sites).

- **Body Positioning** - Requires bending or twisting Requires climbing ladders, scaffolds, or poles Requires walking and running Requires repetitive movement Requires standing Requires using hands to handle, control, or feel objects, tools or controls Requires kneeling, crouching, stooping or crawling. Requires and getting into and working in cramped work spaces.
- **Communication** - Requires contact with others (face-to-face, by telephone, or otherwise) Requires face-to-face discussions with individuals or teams Requires telephone conversations.
- **Impact of Decisions** - Requires making decisions that impact the results of co-workers, clients or the company Mistakes are not easily correctable and have serious consequences Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the organization Opportunity to make decisions without supervision.
- **Job Hazards** - Requires exposure to minor burns, cuts, bites, or stings Requires exposure to hazardous equipment Requires exposure to hazardous conditions Requires exposure to high places.
- **Level of Challenge** - Requires repeating the same physical activities or mental activities over and over Requires being exact or highly accurate.
- **Personal Interaction** - Requires coordinating or leading others in accomplishing work activities Requires work with external customers or the public Requires work with others in a group or team.
- **Responsibility for Others** - Includes responsibility for the health and safety of others.
- **Work Attire** - Requires wearing common protective or safety equipment as well as professional work attire.
- **Work Setting** - Job tasks are performed in close physical proximity to other people. Requires working outdoors, exposed to all weather conditions. Requires working indoors in non-controlled environmental



conditions. Requires working indoors in environmentally controlled conditions.

Work Schedule:

Typical work weeks consists of a 5 X 8 day/hour scheduled workweek; may include weekends. Overtime may be required. Classroom work to be completed outside of work hours.

Acknowledgment:

By signing, I confirm that I have read the Tongass Electric Electrician's Apprentice Job Description, and acknowledge that a copy has been given to me at the time of signing below.

Date:_____

Employee Name (please print):_____

Employee Signature:_____

EMPLOYMENT APPLICATION

Please complete the entire application.

1. Employer Information

Employer: Tongass Electric
Address: 114 NW Coho Drive
City/State/ZIP: Craig, Alaska 99918
Telephone: (907)329-2054

It is the policy of Tongass Electric to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

2. Applicant Information

Applicant Full Name: _____

Home Address: _____

City/State/ZIP: _____

Number of years at this address: _____

Daytime phone: _____ Evening phone: _____

Mobile phone: _____

Social Security Number: _____

Driver's License (State/Number): _____

3. Emergency Contact

Who should be contacted if you are involved in an emergency?

Contact Name: _____

Relationship to you: _____

Address: _____

City/State/ZIP: _____

Daytime phone: _____ Evening phone: _____

4. Job Position Applied For: Electrician's Apprentice

5. Who referred you to our company? _____

Do you have any friends or relatives who work here? If yes, please list here:

6. Are you willing to work any shift, including nights and weekends? _____ Yes _____ No
If no, please state any limitations:

7. If applicable, are you available to work overtime? _____ Yes _____ No

8. If you are offered employment, when would you be available to begin work?

9. Applicant's Skills

List any skills that may be useful for the job you are seeking. Include the number of years of experience.

10. Applicant Employment History

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

11. Applicant's Education and Training

College/University Name and Address

Did you receive a degree? _____ Yes _____ No If yes, degree(s) received: _____

High School/GED Name and Address

Did you receive a degree? _____ Yes _____ No

Other Training (graduate, technical, vocational):

Please indicate any current professional licenses or certifications that you hold:

Awards, Honors, Special Achievements:

12. References

List any two non-relatives who would be willing to provide a reference for you.

Name: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Relationship: _____

Name: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Relationship: _____

13. Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize Tongass Electric to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE

DATE



DRIVER'S LICENSE POLICY

Tongass Electric employees are required to routinely operate company-owned vehicles. As a result, it's a requirement that each employee hold and maintain a valid driver's license issued by the State of Alaska.

A DUI or DWI within the previous three years will result in automatic disqualification of employment with Tongass Electric.

Acknowledgment:

By signing, I confirm that I have read and understand the Tongass Electric Driver's License Policy. Furthermore, I acknowledge that I am able and willing to adhere to the policy should I be hired as an employee of Tongass Electric.

Date: _____

Employee Name (please print): _____

Employee Signature: _____



TRAVEL & LOCATION POLICY

Tongass Electric is based out of Craig, Alaska, a community located on Prince of Wales Island. Much of our work will take place on Prince of Wales Island. In addition to the work that takes place on Prince of Wales Island, employees travel to work in our remote sites all over Southeast Alaska (Angoon, Kake, Juneau, Yakutat, Wrangell, Petersburg, Hoonah, etc.).

Employees of the company are required to relocate to Prince of Wales Island if they do not already reside there at the time of hiring. Employees are required to relocate to Prince of Wales Island and report to work within 14 days of being hired (signing of employment acceptance letter). Upon relocating, employees will also be required to travel from Prince of Wales Island to remote work sites where they may work for weeks at a time.

Acknowledgment:

By signing, I confirm that I have read and understand the Tongass Electric Travel and Location Policy. Furthermore, I acknowledge that I am able and willing to adhere to the policy should I be hired as an employee of Tongass Electric.

Date: _____

Employee Name (please print): _____

Employee Signature: _____