



# Job Opening Training Opportunity

**Job Title:** Journeyman Electrician

**Pay Rate:** \$35.00 hr. - \$45.00 D.O.E.

**Employment Type:** Permanent, full-time

**Applications due:** Open until filled

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## Position Summary

Responsible for managing assigned projects which includes reviewing the work scope, assessing each projects timelines, and completing assigned electrical projects. Will be responsible for effectively allocating work to apprentices that will aid in the apprentice's learning of the electrical trade as well as complete work that is in accordance to the National Electrical Codes. 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 be willing to travel often and sometimes continuously.
- Must have strong communication skills and the ability to maintain a professional appearance.
- Must have have a valid State of Alaska electricians license (or ability to obtain one).
- Must have at least one year of residential wiring experience.
- Must have the ability to work well in a team atmosphere.
- 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](http://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 Driver's License Policy.  
Initial

Please submit your application either by email to [admin@tongasselectric.com](mailto:admin@tongasselectric.com).



## JOB DESCRIPTION

Position:	Journeyman Electrician
Classification:	Full time, hourly, permanent, At-will
Location:	Juneau, Alaska
Starting pay rate:	\$35.00/ hr. - \$45.00 D.O.E.

### Position Purpose:

Complete all electrical work in a code compliant manner while allocating work to apprentices in order to effectively complete projects. Duties includes overseeing work completed by apprentice's, proper installation of residential and/or commercial electrical systems, and communicating with administration as well as customers.

### Essential Job Functions:

- Performing General Physical Activities including handling and moving objects in excess of 50 lbs.
- Ensure work sites are clean. Dig holes or trenches. Move construction or extraction materials to locations where they are needed.
- Assemble equipment and structures.
- Cut and/or bend metal components for installation.
- Drill holes in construction materials.
- Install electrical components, equipment, or systems in accordance to National Electrical Codes.
- 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.
- Effectively lead apprentices through projects as well as collaborate with fellow Journeyman.

### 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.
- **Electrical** - Knowledge of electrical systems and installation processes including proper procedures and current National Electrical Code standards.



- **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 for long periods of time. Requires using hands to handle, control, or feel objects, tools or controls. Requires kneeling, crouching, stooping or crawling. Requires 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.
- **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. Requires making 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. Requires being exact or highly accurate.
- **Responsibility for Others** - Includes responsibility for the health and safety of others. Requires responsibility for ensuring apprentices are doing assigned work properly.
- **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 and controlled environments.



**Work Schedule:**

Typical work weeks consists of a 5 X 8 day/hour scheduled work week; may include weekends. Overtime may be required.

**Acknowledgment:**

By signing, I confirm that I have read the Tongass Electric Journeyman Electrician 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:**

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## **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.

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APPLICANT SIGNATURE

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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.

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**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: \_\_\_\_\_