

# Job Description

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Job title	Electrical Apprentice	Date
Reports to (title)		
Contract/Department		Revision
Location		

## Job purpose

Describe the overall purpose of the job in two or three sentences.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

You will be reasonably expected to attend and complete relevant NVQ / Training as depicted by your Line Manager. Whilst on site you will be expected to carry out any reasonable labourer task request. You will work towards having the knowledge and building the skills needed to carry out your trade specific tasks.

You will gain knowledge and awareness of resource management, customer service, communication skills, health and safety and quality. The need for a sensible, flexible and customer focused attitude is vital.

To complete the required academic and practical training requirements of the apprenticeship.

To gain knowledge and understanding of other aspects of the Company's operations by participating in Company assigned training / projects as and when required.

Gain hands on operational experience by assisting the Electrician in the following duties: -

- Help to assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
- Help diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- Connect wires to circuit breakers, transformers, or other components.
- Assist in the inspection of electrical systems, equipment and components to identify hazards, defects and the need for adjustment or repair and to ensure compliance with regulations.
- Test electrical systems and continuity of circuits in electrical wiring, equipment and fixtures, to ensure compatibility and safety of system.
- Record detailed and accurate completion documentation with photographs for hand over purposes general labouring and housekeeping duties.
- Ensure work is carried out to the highest standard and in the interest of the company.
- Carry out other reasonable requests made by the line manager to support departmental or company objectives.

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- Ensure compliance with the Company's policies including Health & Safety is followed.
- Observe and comply with all good working practices.
- Undertake training as required under the apprenticeship programme

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- GCSE English, Maths and ICT equivalent to Grade C or above
- Successful completion of the JTL test (including the colour blind test)
- Methodical approach to solving queries
- Good time management skills
- Ability to work on own initiative, but understand level of responsibility within the team
- Excellent communication skills
- Ability to interact with a wide range of people
- Ability to prioritise work and manage a number of tasks concurrently
- Be highly self-motivated
- Willing to Travel

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	