

# Job Description

|                            |                       |                     |
|----------------------------|-----------------------|---------------------|
| <b>Job title</b>           | Electrical Apprentice | <b>Date</b> xxx     |
| <b>Reports to (title)</b>  |                       |                     |
| <b>Contract/Department</b> |                       | <b>Revision</b> xxx |
| <b>Location</b>            |                       |                     |

## Job purpose

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

A motivated and reliable Electrical Apprentice to support our experienced electricians in delivering practical electrical solutions across a variety of projects.

Gaining valuable hands-on experience in the installation, maintenance, and repair of electrical systems, while completing a Level 3 Installation or Maintenance Electrician Apprenticeship, a nationally recognised qualification.

## 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.

- Assist qualified electricians with the installation, testing, maintenance, and repair of electrical wiring, systems, equipment, and fixtures in residential, commercial, or industrial environments.
- Support the assembly, installation, and connection of electrical components such as panels, lighting systems, outlets, circuit breakers, transformers, and appliances.
- Measure, cut, and bend wire and conduit accurately using appropriate hand and power tools.
- Read and interpret technical documents, including blueprints, schematics, wiring diagrams, and job specifications.
- Help diagnose and troubleshoot malfunctioning electrical systems and components using test equipment to locate faults and support effective repairs.
- Assist in inspecting electrical systems and components to identify hazards, defects, or the need for adjustments and ensure compliance with applicable codes and regulations.
- Test electrical systems and circuits to verify continuity, compatibility, and safety.
- Learn and apply local, state, and national electrical codes, as well as health and safety regulations.
- Maintain tools, equipment, and work areas in a clean, organized, and safe condition.
- Record accurate and detailed job completion documentation, including photographs, for handover and compliance purposes.
- Contribute to general site duties, including laboring, tidying, and assisting with project logistics as required.
- Ensure all tasks are carried out to the highest standard, in alignment with company values and quality expectations.

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- Communicate effectively with team members, supervisors, and clients, demonstrating professionalism and a commitment to customer service.
- Attend off-the-job training (e.g., college, technical training provider) as part of your apprenticeship programme.
- Support the company's goals by carrying out any other reasonable tasks as requested by the line manager.

## Resource responsibilities

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

N/A

## Person specification

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

- GCSE (or equivalent) in English, Mathematics, and ICT at Grade C/4 or above.
- Good problem-solving and practical skills
- Ability to follow written and verbal instructions
- Basic IT skills, including the use of mobile apps or digital documentation
- 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
- Able to work well with others and accept guidance and feedback
- Willing to Travel

**Essential: as per JIB guidelines all electrical apprentices must demonstrate and provide evidence from a qualified optometrist/optician of normal colour vision**

## 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.

This role offers the opportunity to undertake a Level 3 Installation or Maintenance Electrician Apprenticeship, a nationally recognised qualification that combines paid, hands-on work experience with structured learning and assessment.

The apprenticeship typically takes approx. 4 years to complete and is designed to equip apprentices with the knowledge, skills, and behaviours required to become a fully qualified electrician. It includes both on-the-job training and off-the-job study at college, 1 day a week.

Key Components of the Apprenticeship:

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## Core Knowledge:

- Electrical principles, wiring systems, and installation techniques
- Health, safety, and environmental practices
- Electrical science and fault diagnosis
- Regulations, including the IET Wiring Regulations (BS 7671)
- Customer service and communication skills

## Practical Skills:

- Installing, testing, maintaining, and repairing electrical systems
- Using hand tools and power tools safely and effectively
- Reading technical drawings, plans, and specifications
- Working on a variety of systems, such as lighting, power, fire alarms, and data networks

## Behaviours:

- Reliability, integrity, and a strong work ethic
- Attention to detail and commitment to quality
- Willingness to learn and adapt
- Ability to work as part of a team and follow instructions

|                               |  |
|-------------------------------|--|
| <b>Line Manager Signature</b> |  |
| <b>Print Name</b>             |  |
| <b>Date</b>                   |  |

|                             |  |
|-----------------------------|--|
| <b>Job Holder Signature</b> |  |
| <b>Print Name</b>           |  |
| <b>Date</b>                 |  |

|                  |  |                        |  |                      |  |
|------------------|--|------------------------|--|----------------------|--|
| FOR HR USE ONLY: |  |                        |  |                      |  |
| Job Grade        |  | EMCOR Competency Level |  | Training Profile UTC |  |