



External Job Posting

Job Title: Apprentice Electrician	Posting Time Frame:
Reports To: John Marsh	July 30 – August 13, 2021

The following position will be posted both internally and externally for the time frame listed above. If interested or have questions, please contact Susan at smcgaugh@highwestenergy or 307-365-6860. Applications are available on our website.

1 POSITION SUMMARY:

Inspect, install, remove, and repair electrical and electro-mechanical equipment in a safe, logical, and efficient manner complying with all electrical codes and safety regulations.

2 ESSENTIAL DUTIES AND TASKS:

- (a) Exudes our core values: Friendly, Innovative, Integrity and Hardworking.
 - (b) Communicates our mission, goals and strategies.
 - (c) Exhibits excellent customer service both externally with members and internally with co-workers (cooperation, timely paperwork, etc.).
 - (d) Assists in maintaining the security of the company's assets and data from hazards, including physical and cyber.
 - (e) Must be able to drive automotive equipment and maintain a current driver's license applicable to class of vehicle to be driven and must have a thorough knowledge of applicable traffic laws and rules governing safe driving practices. Must operate and maintain vehicle(s) in a safe and efficient manner, practicing good housekeeping with said vehicle(s) and associated equipment as assigned.
- (a) Electricians are required to do a wide range of jobs on numerous electrical and electro-mechanical pieces of equipment, including, but not limited to, low and medium voltage motorized breakers, motors, load centers, switch gear, electrostatic precipitator controllers, fire protection systems, communications systems, grounding systems, lighting systems, heating systems, elevators, and generator excitation equipment. With respect to the systems and equipment listed above, the following duties are performed:
 - (b) Inspection of the equipment and systems, including, but not limited to, the following duties:
 - (1) using sight, hearing, and the sense of touch and smell to examine the equipment and systems for defects and operating modes outside normal parameters

- (2) using test equipment, control schematics, and other tools to examine the equipment and systems for root cause of defects and operation outside design parameters or to compare actual system design to engineering drawings and other schematics
 - (3) dismantling, troubleshooting, and reassembling equipment and systems to examine parts that cannot be examined when the equipment is intact
 - (4) identifying root cause of defects and failures and recommending repairs or other measures to eliminate the defect or failure
 - (5) maintaining clearance orders as appropriate
- (c) Installation of equipment and systems, including, but not limited to, the following duties:
- (1) rewiring equipment and systems
 - (2) cutting, threading, and bending conduit
 - (3) installing new wiring and cables in equipment and systems along raceways and other paths
 - (4) connecting equipment and systems to power sources
 - (5) fabricate and install brackets, hangers, and panels for equipment and systems
 - (6) rigging, lifting, and bracing heavy motors and other equipment in its designed location
 - (7) returning the equipment and systems to service
 - (8) maintaining clearance orders as appropriate
- (d) Removing equipment and systems, including, but not limited to, the following duties:
- (1) using hand tools, cranes, forklifts, rigging, and other tools and equipment to remove brackets, hangers, and panels and to remove specific equipment from its normal location
 - (2) disconnecting wiring from the equipment and systems on which work is done
 - (3) dismantling equipment and systems to facilitate inspection, repair, and replacement
 - (4) maintaining clearance orders as appropriate.
- (e) Repairing equipment and systems, including, but not limited to the following duties:
- (1) replacing defective parts
 - (2) fabricating parts as needed
 - (3) temporarily bypassing defects to assure operation of equipment and systems
 - (4) returning the equipment and systems to normal operation
 - (5) maintaining clearance orders as appropriate
 - (6) safely operating equipment, including, but not limited to, the following:
 - (7) rigging
 - (8) hoists
 - (9) mobile and overhead cranes
 - (10) forklifts
 - (11) mechanical work platforms

- (12) megger
- (13) double test equipment
- (14) high potential test equipment
- (15) relay test equipment
- (16) digital and analog multi-meters
- (17) oscilloscope
- (18) amp meters
- (19) respirators
- (20) cars and utility vehicles
- (21) aerial lifts
- (22) miscellaneous hand tools and hydraulic tools
- (f) Will be involved with inventory and the billing of inventory working closely with the office employees responsible for these duties.
- (g) Miscellaneous duties include, but are not limited to:
 - (1) contributing to overall plant safety by adhering to safety standards
 - (2) assisting in the instruction and on-the-job training of apprentices and trainees as assigned
 - (3) keeping personal work areas clean and free of safety hazards
- (h) Assist in maintaining the security of the company's assets and data from hazards, including physical and cyber.
- (i) Perform other duties as assigned

3 WORKING/ENVIRONMENTAL CONDITIONS:

Work is performed indoors and outdoors. Work performed outdoors, weather may be extreme, exposes employee to a noisy environment and risk of electrical shock.

4 PHYSICAL REQUIREMENTS (IF ANY):

Must be able to see, walk, hear and speak. Intermittent standing, stooping, bending and walking. Lifting objects up to 100 pounds may be required. Reasonable accommodations may be made to those who are able to perform the essential duties of the job.

5 SPECIALIZED SKILLS, ABILITIES AND KNOWLEDGE:

Tools and equipment could include, but are not limited to:

- a) Computer, hand tools and basic office equipment.
- b) Bucket truck, trencher, forklift, backhoe, tampers, skid steer, backhoe.
- c) Chain saw, air hammer, crimping tools, variety of hand tools, shovel, generator.

6 QUALIFICATIONS:

- (a) High school diploma or GED required.
- (b) Apprentice status is required.

- (c) The work is highly technical and analytical in nature. It requires excellent eye/hand coordination and the ability to work with small components and delicate instruments. The work requires extensive walking, climbing, crawling, bending, and working in awkward positions. The work also requires the application of independent reasoned judgments, mechanical aptitude, and abstract reasoning pertaining to the identification, analysis, evaluation, and disposition of the job duties listed above. In addition, the employee may be required to work in high or confined places and may be exposed to extremes of temperature, noise, dust, fumes and high voltages. The hours of work are generally daylight hours from Monday to Friday, but will include overtime at any time of the day or week. The employee must be able to adapt to revised schedules and long hours of work, manage changes in methods and priorities of work, and deal with disputes professionally.
- (d) Guidelines consist of supervisory directions, written procedures, diagrams, drawings, and independent judgment.
- (e) Successful performance on pre-employment tests may be required.
- (f) The incumbent must be able to pass any required drug test, alcohol test, new hire physical examination, and background checks. The incumbent must be able to maintain the confidentiality of any information s/he encounters.

7 REPORTS TO:

Journeyman and/or Crew Foreman Electrician

8 DIRECT REPORTS:

None.

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

Updated 10/28/2020

We are an Equal Opportunity Employer, Females/Minority/Veterans/Disabled/Sexual Orientation/Gender Identity.