

**Newcap, Inc.**  
**1201 Main Street**  
**Oconto, WI 54153**  
www.newcap.org

**JOB DESCRIPTION**

JOB TITLE: Energy Services Master Electrician  
SUPERVISOR: Energy Services Deputy Director  
CLASSIFICATION: Non-Exempt  
WORKSITE: Oconto

**SCOPE OF RESPONSIBILITIES:**

The role of the Energy Services Master Electrician is to install residential exhaust fans, replace knob and tube wiring, install retrofit lighting, and perform miscellaneous electrical repairs and upgrades per work order specifications meeting building code standards and per set standards of the Wisconsin Weatherization Program within the Newcap service territory. Perform residential and light commercial electrical service and repairs as needed at Newcap owned properties.

**AGENCY EXPECTATIONS:**

1. Adhere to agency policy and procedures.
2. Perform duties as workload necessitates.
3. Maintain a positive and respectful attitude.
4. Demonstrate flexible and efficient time management and ability to prioritize workload.
5. Consistently report to work on time prepared to perform duties of position.
6. Meet productivity standards.
7. Ambassador for Newcap, Inc. along with all employees, and responsible for marketing/promoting the organization and its programs both internally and externally.
8. Attend workshops, in-service training, conferences and meetings as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Install residential exhaust fans and switches, replace knob and tube wiring, and perform miscellaneous electrical repairs and upgrades per work order and program specifications.
2. Install LED retrofit lighting fixtures.
3. Perform residential and light commercial electrical service and repairs on Newcap owned properties.
4. Oversee and work with electrical assistant(s) and provide training as needed.
5. Maintain knowledge of and comply with local and state electrical codes.
6. Comply with OSHA and program health and safety standards.
7. Load and unload materials.
8. Operate and maintain power tools, hand tools and equipment.
9. Maintain accurate records of material and labor on the job site.
10. Maintain accurate inventory of materials, tools and equipment.
11. Communicate with co-workers, supervisor, warehouse controller, administrative staff and management.
12. Communicate with and maintain complete client confidentiality.
13. Attend training as needed and/or mandated to fulfill job requirements to include but not limited to certifications for 30 Hr. OSHA Construction Health and Safety, Asbestos Supervisor and Lead Safe Renovator.
14. Attend program, departmental and agency meetings.
15. Assist with other aspects of the weatherization jobs as needed.
16. Drive company vehicle to assigned worksites in service area.

### **PERSONAL AND BEHAVIORIAL REQUIREMENTS:**

- Reliable, dependable, prompt, organized, detail oriented and work well with minimal supervision.

- Pleasant, professional, and courteous demeanor.
- Show respect and treat all people with dignity.
- Communicate effectively.
- Flexible and able to adapt to different situations.

**EXPERIENCE AND SKILLS REQUIREMENTS:**

- Minimum three years residential and light commercial working experience as a licensed electrician.
- Knowledge and understanding of federal, state, and municipal electrical codes and ability to comply with these codes.
- Basic carpentry skills.
- Basic math and measuring skills.
- Ability to use circular saws, sawzalls, planers, and other general construction tools.
- Ability to climb ladders.
- Ability to load and unload materials and equipment.
- Ability to work from heights and in confined spaces.
- Ability to work in all types of weather conditions.
- Basic computer skills.
- Valid driver's license.

**EDUCATION:**

- High School Diploma or GED equivalent
- Electrician vocational/technical certification or degree

**LICENSE – REQUIRED**

- Wisconsin Master Electrician

**CERTIFICATION – Preferred Not Required**

- 30 Hr. OSHA Construction Safety & Health
- Asbestos Supervisor
- Lead Safe Renovator

This job description should not be interpreted as all-inclusive. It is intended to identify the requirements, essential functions, and duties of this position. Employee may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

Please Note: Due to the large number of resumes received, only those applicants selected for interviews will be contacted.

Thank you for your interest in joining our Team!