

NEWCAP, Inc.
1201 Main Street
Oconto, WI 54153
Newcap.org

JOB DESCRIPTION

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

JOB PURPOSE:

Travel to client homes, assist Master Electrician in completing any electrical work or repairs to meet building code standards, and be willing and able to assist with other weatherization work.

AGENCY EXPECTATIONS:

1. Adhere to agency policy and procedures.
2. Perform duties as workload necessitates.
3. Maintain a positive and respectful attitude.
4. Communicate regularly with supervisor.
5. Demonstrate flexible and efficient time management and ability to prioritize workload.
6. Consistently report to work on time prepared to perform duties of position.
7. Meet productivity standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Install exhaust fans and switches, remove knob and tube wiring in attics, and perform other electrical repairs.
2. Assist with other aspects of the weatherization jobs as needed.
3. Drive company vehicle to assigned worksites in service area.

PERSONAL AND BEHAVIORAL REQUIREMENTS:

NEWCAP, Inc., is an Equal Opportunity Employer.

11/19/15
02/28/2019

Ambassador for Newcap, Inc. along with all employees, and responsible for marketing/promoting the organization and its programs both internally and externally.

- Reliable, dependable, prompt, organized, and work well with minimal supervision.
- Pleasant, professional, and courteous demeanor.
- Maintain complete confidentiality in all NEWCAP business-related matters.
- Show respect and treat all people with dignity.
- Flexible and able to adapt to different situations.
- Multitask effectively.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Minimum 2 years of on-the-job electrical work experience.
- Basic carpentry skills.
- Basic math and measuring skills.
- Valid driver's license.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; walk; stand; climb ladders; lift; move objects; balance; stoop; kneel; crouch; crawl; exert up to 10 pounds of force; talk; and hear.

Specific vision abilities regularly required by the job include close visions, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is occasionally required to exert up to 20 pounds of force.

While performing the duties of this job, the employee is rarely required to exert up to 50 pounds of force.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time and substandard work areas.

The noise level in the work environment is usually moderate.

OTHER DUTIES:

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.

Duties, responsibilities and activities may change at any time with or without notice.