

Journey-level Electrician
Home Performance Division
Job Description
October 2013

The Journey-level Electrician is responsible for electrical installations, code compliance, and interfacing with electrical inspectors. The Journey-level Electrician reports directly to the Home Performance Project Manager who reports to the General Manger of the Home Performance Division.

This is a fulltime position aimed to be 40 hours per week, but with work hours varying with project volume. Work hours are typically 7:30 to 4:30, Monday through Friday. This is an hourly waged position with a weekly payday. This position is eligible for the regular Neil Kelly benefits package.

Primary Responsibilities

1. Installing, servicing and trouble shooting of electrical systems.
2. Electrical connection of Kitchen and Bathroom exhaust fans.
3. Install roof mounts, flashings, racking and PU modules.
4. Install all wire ways, wire, disconnects, and meters.
5. Upgrades to load centers, knob and tube decommission and install electric connections to mechanical systems.
6. Working with EMT and conduit.
7. Job Foreman on residential and commercial projects.
8. Oversee all production to make sure all deadlines are met.
9. Training of apprentices
10. Completing all necessary paperwork.
11. Doing a complete walk-thru of system with owner.

General Requirements

Each Journey-level Electrician is expected to be able to perform physical exertion typically found on construction sites. This physical exertion will include but will not be limited to: carrying, lifting, climbing, crawling, stooping, squatting, pushing, pulling, and hauling. Each will be expected to lift, on a regular basis, between 50 to 75 pounds. Job site situations vary greatly. Journey-level Electricians may work inside or outside, on even and uneven surfaces, on roofs and ladders, under structures, and in other physical situations.

Journey-level Electricians are expected to maintain a current First Aid/CPR card. Classes are provided by Neil Kelly Company. Journey-level Electricians are expected to meet all Neil Kelly Company and OSHA safety requirements, including supporting the Neil Kelly Drug-Free Workplace policy. Specifics are outlined in the company's Safety Policy. As an extension of our commitment to our community, The Neil Kelly Company Management Team has chosen to participate in an international environmental and economic sustainability movement through the framework of The Natural Step. It is expected that company employees will use this adopted philosophy as a guideline for making regular business decisions and participate in related Natural Step activities as directed by management.

Each Construction department employee (which includes Journey-level Electricians) is expected to supply and maintain her or his own power and hand tools according to Neil Kelly standard tool and safety policies.

The Journey-level Electrician will use a company vehicle during the work day. Field workers will be expected to provide a valid driver's license, as well as his or her own transportation to and from the office in order to perform the required duties of this position.

The ability to work as a member of a team is a requirement for the Journey-level Electrician. Each company employee is assigned to a workgroup team, which meets at least once a month to discuss company business. The Journey-level Electrician will be expected to be a full participant on his or her team.

Journey-level Electricians are strongly encouraged to attend any company-provided, optional training sessions and are expected to attend any and all mandatory training sessions.