

# BAKER ELECTRIC INC.



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## Electrician's Helper Job Description

Thank you for your interest in joining our team. The following will provide you with information to help you understand our expectations and goals for you. Please take the time to read and understand this information, success at your new job must begin with a full understanding of what is expected of you and your acceptance of this responsibility.

### Job Duties & Position Summary:

**Starting Wage: \$13.31/hr + Benefits**

Your work as an electrician's helper will provide you with many opportunities to make a substantial contribution to the productivity of your work crew and the success of your project. You will work under the supervision and direction of an electrician and, initially, your duties may include loading and transporting tools and equipment, assisting with wire pulls, using hand and power tools, project site clean-up, digging ditches, and moving equipment. As you learn more skills, you may be installing light fixtures and other electrical devices or bending and installing conduit. This is not a complete listing of possible job duties; as your skills are developed you will enjoy the opportunity to work on many different projects and tasks.

### Work Conditions:

Our crews work year round. While some job assignments may be indoors, your job may require you to be outdoors with exposure to hot or cold weather conditions, rain or snow. A construction jobsite may be dirty or muddy and your work task may mean that you are working at elevated heights or in a trench. Your job will have physical demands. For most of your workday, you will be on your feet, walking or standing for long periods of time. You must be able to climb ladders or scaffolds while carrying your tools and be able to reach, crouch, stoop or kneel, and have strength and dexterity in your hands, and flexibility in your body, arms and legs.

### Employee Requirements:

Building your individual value within our company will require you to come to work every day, on time, ready to learn and develop your skills and contribute to the production of your work crew. You will have many opportunities, but you must take the initiative to ask questions and learn. You will need to be alert and able to understand and follow directions and complete tasks safely, efficiently and with the highest degree of quality. You will find that most tasks that are assigned to you are not difficult, but all should be done with your best effort.

In addition to having the proper motivation, attitude and desire to succeed, you will also need to:

1. Comply with Baker Electric's safety requirements and company policies.
2. Pass a drug screening test and remain substance free throughout your employment with us.
3. Attend an OSHA safety training course and obtain a completion certificate for 10 hour training.
4. Purchase and maintain an "unclassified" electrical license from the State of Iowa.
5. Acquire and maintain your personal tools, a listing of required tools will be provided to you.
6. Wear the proper clothing. Not only do we expect a neat appearance, you will need sturdy work boots and clothes that are offer you protection while doing your work.
7. Be able to communicate effectively with your supervisor and your co-workers and work cooperatively.
8. Be physically and mentally able to do the work that is assigned to you.

### Training and Advancement:

Upon your acceptance of an offer for employment, you will be provided with the necessary personal protective equipment required for you to work on a construction project. We will provide you with our company safety manual and you will be given an orientation on jobsite and workplace safety. Throughout your employment, Baker Electric has developed a plan to help you expand your skills and increase your hourly wage. You will be provided with a copy of the training and advancement plan.

Our current workforce includes many people that started their careers with us at the helper level, just as you will. If you are contacted for an interview and offered a position in our company, we hope that you will join us and have a long and rewarding career with Baker Electric.

I have read and understand the statements above.

Prospective employee's name: \_\_\_\_\_

Prospective employee's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dave Hearn, President