

Job Title: Apprentice IV**Job Status:** Full-Time**Department:** Electric Operations**Job Grade:** 904**Reports To:** Electric Operations Manager**Work Setting:** On-Site**Pay Status:** Non-Exempt**Date Created/Updated:** 3/13/2024**Location:** Service Center

Position Summary

The Apprentice IV is responsible for accomplishing the goals established within NBU's certified Apprenticeship Program. The expectation is completion of all requirements of this level within one year to advance to next level.

Essential Duties & Responsibilities**CONSTRUCTION**

- Assist based on established skill sets from Apprentice I, II and III

YEAR 3 APPRENTICE SKILL FOCUS

- Work out of Ariel unit on single phase primary voltage
- Perform work on secondary voltage on single phase and three phase up to 600V
- Complete on-the-job skill set checklist in a timely manner
- Complete all classroom and on-line training as specified

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Team, Culture and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED

More Field of Study: General Studies

Work Experience Time Frame: Three Years or

Other: [Click or tap here to enter text.](#)

Certification and Licensures Requirements

PC, laptop, Specialized Training Program

Other Minimum Qualifications

- Must reside within a thirty minute response time of the NBU Service Center as measured by an internet mapping tool

- Age 18 or older
- Strong mechanical aptitude & safe work habits
- Positive technical and behavioral performance history
- Flexibility in work schedule including holiday, weekends, and/or after hours as required. On call duty (24 hours per day, 7 days per week, for one week) required on a periodic basis.
- Successful completion of a minimum 6 months as a Groundsman combined or other previous equal experience
- Under certain situations, previous Apprenticeship Program experience (NBU or other programs) and appropriate levels of field experience may allow an individual to be placed within NBU's Electric Operations Apprenticeship Program – may require field and/or classroom testing for appropriate placement.
- Current and valid Class 'A' CDL
- Successful completion of basic Pole Climbing class

Knowledge of Computer Software

| | No Knowledge | Beginner | Intermediate | Expert |
|----------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| ArcGIS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AutoCAD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crystal Reports | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Microsoft Access | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Microsoft Excel | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Microsoft Word | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Microsoft Publisher | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Microsoft PowerPoint | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other Software Knowledge

Click or tap here to enter text.

Experience with Machines, Tools, Equipment and Other Work Aids

Climbing gear, bucket trucks, hand tools, back hoes, bob cats, pulling equipment, crane trucks, trailers, and digger derricks

Physical Demands

Standing: Constantly

☐ Making Presentations

☒ Observing Work Sites

☒ Observing Work Duties

☒ Communication with Co-Workers

Fine Dexterity: Rarely

☒ Computer Keyboard

☐ Telephone Keypad

☐ Calculator

☐ Calibrating Equipment

☒ Around Worksite

Lifting: Frequently

☒ Supplies

☒ Equipment

☐ Files

Carrying: Frequently

☒ Supplies

☒ Equipment

☐ Files

Walking: Frequently

☐ To Other Departments/Office/Office Equipment

Sitting: Rarely

☐ Desk Work

- ☐ Meetings
- ☒ Driving

Reaching: Occasionally

- ☒ For Supplies
- ☐ For Files

Handling: Frequently

- ☒ Paperwork
- ☐ Monies

Kneeling: Occasionally

- ☐ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Frequently

- ☐ File Drawers
- ☒ Equipment
- ☐ Table and Chairs
- ☐ Hose

Climbing: Frequently

- ☐ Stairs
- ☒ Ladder
- ☐ Step Stool
- ☒ Onto Equipment

Vision: Constantly

- ☐ Reading
- ☐ Computer Screen
- ☒ Driving
- ☒ Observing Worksite

Foot Controls: Frequently

Other: [Click or tap here to enter text.](#)

- ☒ Driving
- ☒ Operating Heavy Equipment
- ☐ Dictaphone

Balancing: Frequently

- ☒ On Ladder
- ☒ On Equipment
- ☒ On Step Stool

Bending: Frequently

- ☐ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☒ Making Repairs

Crouching: Occasionally

- ☐ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Crawling: Occasionally

- ☒ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

Hearing: Frequently

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☒ Listening to Equipment

Twisting: Frequently

- ☐ From Computer to Telephone
- ☒ Getting Inside Vehicle

Talking: Frequently

- ☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

| | Never | Seasonally | Several Times Per Year | Several Times Per Month | Several Times Per Week | Daily |
|---|--------------------------|--------------------------|---------------------------|----------------------------|-------------------------------------|-------------------------------------|
| Extreme Temperature (Heat, cold, extreme temp. change) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Wetness and/or humidity (bodily discomfort from moisture) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Noise and Vibration (sufficient to cause hearing loss) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Physical Hazards (High voltage, dangerous machinery, aggressive Customers) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Health and Safety Conditions

| | Never (Never Occurs) | Rarely (Less than 1 hour per week) | Occasionally (1/3 or more of the time) | Frequently (From 1/3 to 2/3 of the time) | Constantly (2/3 or more of the time) |
|--------------------------|-------------------------------------|---|--|---|--|
| Mechanical Hazards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Chemical Hazards | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Electrical Hazards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Fire Hazards | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Explosives | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communicable Diseases | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Physical Danger or Abuse | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Other: Click or tap here to enter text.

Primary Work Environment: Outdoors/Field

Other: Click or tap here to enter text.

Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☐ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☒ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly

☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

| | Never | Rarely | Occasionally | Frequently | Constantly |
|--|--------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Time Pressure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Emergency Situations | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Frequent Change of Task | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Irregular Schedule/Overtime | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Performing Multiple Tasks Simultaneously | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Working Closely with Others as Part of a Team | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Tedious or Exacting Work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Noisy/Distracting Environment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date