



# Apprentice Job Description

<b>Company:</b>	Loveday Electrical
<b>Branch:</b>	Caboolture
<b>Position Title:</b>	Apprentice
<b>Reporting To:</b>	Tradesperson / Construction Manager
<b>Employment Classification</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> School Based <input type="checkbox"/> Group Training /Labour Hire
<b>Duties:</b>	<p>The Electrical Apprentice will be required to undertake the following duties:</p> <ol style="list-style-type: none"> <li>1. Directly observing, and assisting Tradespersons who may undertake the following duties:</li> </ol> <p>Installation of the following cable/wiring support protection:</p> <ul style="list-style-type: none"> <li>• Aerial/catenary support</li> <li>• Cable trays/ladders</li> <li>• Metallic conduit</li> <li>• Non-metallic conduit</li> <li>• Trunking</li> <li>• Underground systems</li> </ul> <p>Installation of the following power and control cabling:</p> <ul style="list-style-type: none"> <li>• Armoured cables</li> <li>• Fire performance cables (e.g. MIMS)</li> <li>• Signal cable (e.g. shielded inst cable)</li> <li>• Thermoplastic insulated cable</li> <li>• Thermoplastic sheathed flat cable</li> <li>• Thermoplastic sheathed circular cable</li> </ul> <p>Installation of the following network communications cables:</p> <ul style="list-style-type: none"> <li>• Coaxial</li> <li>• Optical fibre</li> <li>• Structured (cat5/5+)</li> <li>• Patchcords</li> <li>• Telephone (cat3/4)</li> </ul> <p>Installation and maintenance of the following apparatus:</p> <ul style="list-style-type: none"> <li>• Control devices</li> <li>• Heating</li> <li>• Lighting</li> <li>• Protection devices</li> </ul>

- Socket outlets
- Switchboards
- DC motors & controls
- Single phase motors & controls
- Synchronous motors & controls
- Three phase motors & controls

Undertake the following testing procedures where appropriate:

- Continuity
  - Visual
  - Insulation
  - Polarity
  - Correct connections (e.g. Switching as intended)
  - Isolation
  - Loop Impedance
  - Calibration
  - Leakage
  - Load current
  - Performance characteristics
2. Perform tasks as instructed by supervising tradesperson.
  3. Perform manual tasks including digging trenches as instructed.
  4. Accurate and prompt completion of the following paper work
    - Time sheets
    - All apprentice specific documents, such as but not limited to eProfiling and competency records
    - Job cards
    - Delivery docketts
    - Orders
    - Invoices
    - Test and tags for portable appliances, under supervision
    - Stock lists
    - Car log
  5. Maintain a current and relevant manual driver's license.
  6. Work in the country except in special circumstances.
  7. Work interstate if required - unless the company is notified of exceptional circumstances.
  8. Complete training if requested by the company.
  9. Work in organised work teams and contribute to the operation.
  10. Follow safe working practices and report possible safety hazards and "near misses" to management.
  11. Strictly adhere to all relevant Australian Standards and Codes of Practices.
  12. Strictly adhere to all company policies, procedures, instructions and directives.

	<p>13. Strictly adhere to company quality assurance and quality control requirements.</p> <p>14. Strictly adhere to the Industry Grievance Procedures.</p> <p>15. Assist in the reduction of waste materials, lost time and absenteeism.</p> <p>16. Maintain good relationships with clients, fellow employees, field engineers, and inspectors.</p> <p>17. Improve customer service with image and improved housekeeping.</p> <p>18. Wear and maintain uniforms in good condition.</p> <p>19. Maintain a personal manner and appearance that will bring credit on the company. Always work in a competent and neat manner.</p> <p>20. Wear protective clothing and equipment where appropriate.</p> <p>21. Adopt a work ethic that will lead to increased productivity and keep all rework to an absolute minimum.</p> <p>22. Respond in a timely manner to all requests from the Training Services Group with regard to the requirements of your apprenticeship and completion of relevant competencies and experience attainment.</p> <p>23. Keep in safe custody all the company's tools and equipment. Take all care when using the company's tools and equipment.</p> <p>24. Remain competent in testing installations as well as CPR/LVR</p> <p>25. Participate constructively in all toolbox meetings.</p>
<p><b>Qualifications:</b></p>	<p><b>ENTRY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>▪ Minimum age 17</li> <li>▪ Successful completion of Grade 12 English – Mandatory</li> <li>▪ Successful completion of Grade 12 Maths – Mandatory</li> <li>▪ Current and relevant manual driver's license – Mandatory</li> <li>▪ Successful completion of year 12 Science or Physics subject – Desirable</li> <li>▪ Successful completion of year 12 Maths A or B, and English – Desirable</li> </ul>