

People Working Cooperatively, Inc.

Job Analysis Form



Job Title: Master Electrician
Department: Home Repairs
Reports To: Senior Projects Manager
Prepared by: Gloria Heideman Date: 11/2023

Type of Position <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours/week 40 PWC Classification: NXD	Fair Labor Standards Act (FLSA) Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------

Position Overview Perform home repair tasks using training in specialty trade as well as general home repair tasks as needed.
Essential Job Functions To perform this job successfully, an individual must be able to complete each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. <ul style="list-style-type: none">▪ Inspects, troubleshoots, and performs electrical repairs such as new and modifying existing wiring▪ Organize work assignments▪ Plan and verify work order, including materials and equipment needed for the project▪ Train and inspect the work of any associates assigned to ensure quality Responsible for assigned equipment as assigned▪ Maintain accurate and timely paperwork▪ Responsible for ensuring tools are maintained and in good repair▪ Responsible for on-site safety compliance▪ Pulls Permits/Schedules inspections▪ Trains apprentices as needed
Requirements / Qualifications The qualifications listed below are representative of the knowledge, skill and/or ability required. <ul style="list-style-type: none">▪ Must be a licensed electrician▪ Must possess a valid driver's license▪ Dependable work truck or van equipped to carry ladders, tools, and materials, as required▪ Must have PWC's required level of insurance coverage for the vehicle

- Provide own tools as required

Education and/or Experience

- 3 years electrical experience
- Ability to perform all tasks as a specialist in electrical skills
- Any licenses as required

Other Skills / Abilities

- Potential work site supervisory responsibilities
- Ability to communicate effectively with client's

Physical Demands

- Ability to work with their hands
- Lifting of materials (up to 50 pounds)
- Ability to work in tight spaces

Work Environment

- Low income client homes

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required assigned to meet the ongoing needs of the organization.