

APPLICATIONS PROCESS
Area III Inside Electrical JATC (MA-3019) – Apprenticeship

Applications:

Applications MUST be filled out in person at the designated time/place as specified in our opening announcement. All *qualifying* documentation must be received No Later than close of application for it to be considered. Applicants can provide supplemental (Points) documentation at any time. Newly submitted points documentation will be added to your application and your position in the Ranked Pool will be adjusted accordingly.

MINIMUM QUALIFICATIONS:

- Shall be at least eighteen (18) years of age at the time of acceptance into the program and provide picture ID proving age.
- High school graduate or a GED Equivalency Certificate
- Math requirement: one year of high school **algebra** or equivalent with a grade of ‘C’ or better. The equivalent may be one term of college algebra (Math 60/65 or 70 or 75) with a ‘C’ or better

If the Algebra course listed on your transcripts was labeled something else (IE: INT MATH 2), a letter from the school indicating that the class is equivalent to Algebra will be required. The letter must be signed and on official school letterhead.

NOTE: All beginning apprentices are “**required**” to place at or above entry into **Math-60** (Lane Community College) on the math placement test. Beginning Apprentices cannot start Related Training classes until this requirement is met.

- Furnish "**Official**" copies of transcripts - High School or GED test scores and/or post secondary transcript(s).

NOTE: A valid driver’s license may be required upon obtaining employment. Some employers may also require substance abuse testing.

THE FOLLOWING IS USED TO DETERMINE A RANKING SCORE FOR PLACEMENT (Possible 385 points)

All classes submitted for review must have transcripts and a passing grade to be considered in the ranking process. These classes include, but are not limited to:

Algebra II	Blueprint Reading	Wood Shop	Electrical Related	College Writing
Geometry	Drafting	Welding	National Electrical Code	
Trigonometry	Carpentry	Integer math	CAD Classes	

Pre-apprenticeship Programs and/or Trade Schools – Certificate of Completion and Transcript is required.

Electrical Construction, Construction and Electrical Supplier Experience – This experience needs to be documented on company letterhead signed by the employer.

ALL documents in a foreign language must be officially translated in the above format, indicating the amount and type of experience. Please be specific. **ALL DOCUMENTS** that are unreadable or unclear to the AREA III Committee will not be credited.

Electrician

Being an electrician is a physical job. Electricians may work in conditions that are extremely hot, cold, dirty, wet or cramped. Additionally, high voltage electricity is very dangerous and can kill, maim or burn humans. Electricians must take safety precautions while working and must test their work properly to insure their safety and the safety of future occupants and the buildings they work on.

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform skilled level electrical work in the installation, alteration, maintenance, and repair of electrical systems, equipment, and fixtures in accordance with standard practices of the electrical trade. An Electrician may be assigned to shop or field installation tasks and, as a major assignment, may serve as an Electrician at an airport or a water or wastewater treatment plant. Assignments are received by sketches or blueprints. Work is performed independently or under the general supervision of a Lead Electrician, Electrical Maintenance Foreman or other supervisor with inspection upon completion for quality of work.

ESSENTIAL FUNCTIONS:

- Installs, alters, maintains, and repairs electrical wiring systems and equipment, both high and low voltage (i.e., wall electrical outlets, traffic signal systems, air distribution systems, pumps, transformers, motors, streetlights, and appliances);
- Maintains and repairs equipment used in 24-hour operations;
- Installs traffic signal control systems and devices;
- Installs and maintains motors of several hundred horsepower, coils, transformers, and control equipment of up to 12,000 volts;
- Documents information on preventive maintenance file on electrical equipment and machinery and monitors a preventive maintenance program;
- Installs and maintains water pump and booster stations consisting of various horsepower, from functional to several hundred horsepower;
- Installs and maintains transformers, substations, and related control equipment (motors, generators, pumps);
- Installs, maintains, and repairs series and multiple lighting systems on streets and at the airport, ball park diamonds, wastewater and water treatment facilities, and Civic Plaza Convention Center;
- Draws circuits on a one line diagram for controls;
- Designs functional electric circuitry for electrical systems;
- Operates earth moving equipment, aerial equipment, and pneumatic equipment in the installation and repair of electrical equipment;
- Performs as a crew leader and ensures timely job progress by assigning work of available personnel on the job site and scheduling equipment use;

- Provides on-the-job training for junior or subordinate crew members in skills of the electrical trade, City policy, and requirements of specific job tasks;
- Responds to citizen and customer inquiries or complaints;
- Acts as a "standby" electrician for responding to emergency calls after normal working hours.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Electrical construction and maintenance, including installation of all sizes of electrical conduit, cables, wires, switches, automatic starting equipment, and pole line construction.
- Occupational hazards and necessary safety precautions.
- National Electric Code and relevant City codes.

Skills in:

- The care and use of hand tools and equipment necessary to perform various electrical repair tasks such as hickies, volt meters, wiggins, meggars, and VOM's.
- Locating and adjusting defects in electrical systems and equipment.
- The operation of earth moving equipment, aerial equipment, and pneumatic equipment.

Ability to:

- Distinguish between the full range of colors in the color spectrum to work with electrical wires and/or traffic signal lights.
- Use graphic instructions such as blueprints, schematic drawings, layouts, or other visual aids.
- Estimate labor or material costs/amounts from blueprints or work plans.
- Make mathematical computations.
- Exercise independent thought and action within the scope of specific assignments.
- Comprehend and make inferences from written materials.
- Measure distances with a tape measure or other measuring device.
- Make precise arm-hand positioning movements (i.e., operates an electric hand drill).
- **Lift arms above shoulder level to work in ceiling areas, on light fixtures, or on traffic signals.**
- **Work in small, cramped areas such as ceiling crawl spaces, equipment enclosures, closets, etc.**

- **Climb ladders or steps to reach work areas.**
- **Work at heights greater than ten feet.**
- **Remain in a standing position for extended periods of time.**
- **Work in a variety of weather conditions with exposure to the outdoor elements.**
- **Move heavy objects (50 pounds or more) long distances (more than 20 feet).**
- **Travel across rough, uneven, or rocky surfaces.**
- Express ideas on technical problems clearly and concisely orally and in writing in the English language.
- Communicate orally in the English language with customers, clients, or the public in face-to-face one-on-one settings, or using a telephone.
- Observe, monitor, or compare data to determine compliance with prescribed operating or safety standards.
- Make decisions and coordinate work based on information given by the customer.

And...Work safely without presenting a direct threat to safety

Area III Inside Electrician JATC MA-3019

Exceptions to Standard Program Selection

EXCEPTIONS

1. **Current Apprentice (Transfer)**

Active apprentices who have completed their probationary period and are in good standing in a registered inside electrician apprenticeship program will be permitted to transfer to the Area III Inside Electrical JATC program. Their names will be placed at the bottom of the out of work apprentice list in order of date receipt of application.

2. **Experienced Apprentice**

Experienced apprentices who gained a minimum of 2,000 hours of on-the-job experience and 144 hours of related training experience in a registered inside electrician program, within the last 5 years, shall be permitted to enter this program and pick up their training where they left off instead of entering as beginning apprentices providing they meet the current minimum qualifications and have not been terminated from an apprenticeship program for cause. Experienced apprentices who qualify will be placed at the top of the ranked pool of eligibles.

3. **New Training Agent**

If an employer has not participated in the training of an apprentice under ORS Chapter 660 for at least two years prior to seeking entry or re-entry into the apprenticeship program, the employer may select as his/her initial apprentices, without going to the pool, those bona fide employees who have been on his/her payroll for at least three months and 300 paid work hours prior to the employer's application for an apprentice and who meet the minimum qualifications for entry into the program. Once the initial selection of apprentices has been made, the employer is thereafter restricted to a selection from applicants in the pool of eligibles.

6. **Employer Selection**

An employer who has been a Registered Training Agent with the sponsor and who has participated in the training of Area III Apprentices for a Minimum period of two (2) years shall, at the discretion of the sponsor, be allowed to promote to the position of Apprentice, those full time employees who have been in their employ for a minimum of five hundred (500) hours, meet the minimum qualifications, and make application during the open enrollment period. In order to utilize this exception, the employer MUST have employed at least one (1) applicant from the current year's pool of eligibles.

12. **Veteran's Entry**

Veterans may apply to the program at any time if they meet the minimum qualifications of the program and if they are:

- a) Members of the Regular services who have been discharged from active duty service with a DD214 issued indicating an Honorable Discharge;
- b) Members of the Selected Reserve or Individual Ready Reserve with a DD214 issued within the past 24 months; or
- c) Members of the Oregon National Guard with a DD214 issued within the past 24 months.

Individuals qualifying under this exception will be scored and placed at the top of the Ranked Pool of Eligibles.

15. **OTHER (Journeyman Electrician)**

The employing contractor may hire directly a journeyman electrician from another classification who exceeds the minimum qualifications and makes application during an open enrollment period.

1. Pool of Eligible Applicants:
 - a. Qualifying applications will be scored and ranked based on the point system detailed on the attached list. The applicant's points will be computed by the program administrator.
 - b. Qualified Applicants will be interviewed by a panel and scored based upon their answers to a set of standardized questions. The combine application and interview score will determine the applicant's position in the ranked pool.
 - c. Once placed in a pool of eligible, applicants will be retained on the list for a period of two (2) years.
 - d. Individuals may be removed from the pool at an earlier date by their request, following their failure to respond to offers of employment, or for failing to return "Letters of Intent" (See Attached).
 - e. Pool Applicants who refuse two (2) offers of employment with separate employer candidates will lose their rank in the pool.
 - f. Pool Applicants who do not comply with the hiring process (contact timeframe/availability/contact info) may be removed from the list. If removed, the applicant will be returned to the list upon their "written" request once the issue resulting in removal is resolved.

2. Placement Process
 - a. Unemployed apprentices will be placed, as far as practical, prior to selecting new apprentices.
 - b. Individuals will be placed in order of their rank in the pool of eligible applicants.
 - c. Upon completion of the open enrollment period, the Area III JATC will establish the "Ready for employment" Pool.
 - d. An employer (registered Training Agent) may select an individual from the "ready for employment" pool by in ranked order by contacting the Area III JATC. Applicants may also petition employers for employment, but will still be placed in ranked order.
 - e. The employers' selection **must** come from the top of the "Ready for Employment pool" unless that pool applicant has previously refused employment or the employer rejects the applicant based upon a documented employability issue.
 - f. If an applicant does not meet the employability requirements of three (3) or more employers, the applicant must contact the administrator to determine if there are remedies available.

APPLICANT RANKING CRITERIA (WORKSHEET)

Public Service: (Peace Corps, Vista, National Guard, Reserves) • Must include a Certificate of Service	5 points (Maximum of 5 Points)																												
Military Service: (Active Duty; Army, Navy, Air Force, Marines, Coast Guard) • Must Supply DD-214	5 Points Per Year of Service (Honorable Discharge) (Maximum of 25 Points)																												
Education: Must provide Original Transcripts, Diploma or certificate of completion	15 Points for a technical B.S. / B.A. 10 Points for a technical A.S. / A.A. 10 Points for a Trade School 10 Points for H.S. Diploma 5 Points for a GED 5 Points for an ASVAB 50+ 5 Points for SAT / ACT (+50% Score) ACT Work Keys Career Readiness Certificate 10 Points (5/5/5 Scores) (Maximum of 60 Points)																												
Educational Background The classes listed below can consist of High school or college level and will be given points based on the following: <ul style="list-style-type: none"> ▪ The best class term or semester will be used ▪ Ten points maximum for any single category. ▪ The same class cannot be counted twice. <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">5 points</td> <td style="width: 25%;">A grade per grading period</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>3 points</td> <td>B grade per grading period</td> <td></td> <td></td> </tr> <tr> <td>1 point</td> <td>C grade per grading period</td> <td></td> <td></td> </tr> <tr> <td>1 point</td> <td>Pass (No Letter Grade)</td> <td></td> <td></td> </tr> </table> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Algebra I</td> <td style="width: 25%;">Drafting</td> <td style="width: 25%;">Algebra II</td> <td style="width: 25%;">Blueprint Reading</td> </tr> <tr> <td>Geometry</td> <td>National Electric Code</td> <td>Trigonometry</td> <td>Electrical related</td> </tr> <tr> <td>Tech Writing</td> <td>Electronics</td> <td>Physics</td> <td>Calculus</td> </tr> </table> Military training related to the above can be awarded at 5 points per certificate	5 points	A grade per grading period			3 points	B grade per grading period			1 point	C grade per grading period			1 point	Pass (No Letter Grade)			Algebra I	Drafting	Algebra II	Blueprint Reading	Geometry	National Electric Code	Trigonometry	Electrical related	Tech Writing	Electronics	Physics	Calculus	(Maximum of 50 Points)
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Shop/Industrial Arts Classes	Shop class ("C" or above) - (Maximum of 15 Points) Trade School (Electrical) (Maximum of 30 Points) Construction Related School (Maximum of 20 Points)	5 Points Per/Year 10 Points Per/Certificate 5 Points Per/Certificate																											

Prior Experience	Electrical construction experience	15 points per 1500 Hrs (MAXIMUM 30 points)	
	Construction related experience	1 point per 150 Hrs (MAXIMUM 15 Points)	
	Supplier/Trade Support experience	1 point per 150 Hrs (MAXIMUM 20 points)	
Letters of References/Recommendation	State of Oregon Training Agent (Current/Past employer)	25 points Each (MAXIMUM 25 points)	
	Licensed Electrical Contractor (Current/Past employer)	15 points Each (MAXIMUM 15 Points)	
	Any Employer/Reference	1 Point Each (MAXIMUM 5 Points)	
Pre-Apprenticeship	Electrical Trade Fundamentals		
“Residential Wiring” (LCC – APR 105)		15 Points	
	CPR/First Aid certification	5 Points	
Trade Skills Fundamentals (LCC – APR 101)	Completion “C” or better	10 Points	
Blueprint Reading I	Completion “C” or better	5 Points	
Blueprint Reading II	Completion “C” or better	15 Points	
		(Maximum 50 points)	
Driver’s License & Driving Record			
	Valid Driver’s License	5 Points	
	Current DMV Driving Record (No violations in past 3 years)	10 Points	
Total Points:		(Maximum of 385 Points)	

Licensed in another Electrical Classification? License# _____
(Provide a Current Copy)

New Wage Rate

The Area III JATC set the Average Journeyman Wage at **\$35.96** effective January 1, 2019.

Remaining in effect through December 31, 2019.

Period	Wage Rate	Minimum Pay Rate
1	45%	\$16.18 Per Hour
2	50%	\$17.98 Per Hour
3	55%	\$19.78 Per Hour
4	60%	\$21.58 Per Hour
5	65%	\$23.37 Per Hour
6	70%	\$25.17 Per Hour
7	75%	\$26.97 Per Hour
8	80%	\$28.77 Per Hour
9	85%	\$30.57 Per Hour Limited Supervision