



Job Description

Service Electrician I (SEI)

Integrity, Skill, and Imagination aren't merely slogans at Merit Electric; they're the cornerstone principles guiding our operations daily. If you're seeking more than just a job in your electrical career, longing for a place where these values are not only celebrated but are the foundation of every project and every day, and you're eager for clear paths of advancement with training and support, then you belong at Merit. Join us, and let's power the future together.

The Service Electrician I (SEI) position is an entry level position to the Service and Small Projects department where you will: oversee small-scale service jobs, lead specific aspects of larger service projects, or respond to service calls. Our leveling system—Level I, II, and III—charts a clear, structured career path in Service and Small Projects, each stage marking a growth in experience, leadership, and responsibility.

This is an hourly, non-exempt position. Reporting structure will be assigned per project.

Responsibilities and Duties

- Oversee small-scale service electrical system installation projects, including delegating work and collaborating with others
- Ensure compliance with all latest safety and quality standards
- Review project documents comprehensively prior to project start, including work orders, scope of work, construction drawings, submittals, specifications, and contracts
- Coordinate with the project team on planning, scheduling, procurement, and execution of phases
- Coordinate and communicate professionally with customer on schedule, changes and updates
- Ensure Merit tools and equipment are used properly and being maintained
- Maintain a clean and organized work truck for the purposes of safety, efficiency, and professionalism:
 - A well-kept truck helps you quickly find tools and materials, reduces downtime, and reflects pride in your work
 - Regularly clean the cab and storage areas, perform basic maintenance checks, and report any mechanical issues
 - Manage truck material stock per procedures and processes
 - Your truck is your mobile workspace—take care of it like you would any other tool
- Complete all required paperwork accurately and on time, including work orders, redlines, corrective documentation, timecards, and HR-related forms.
- Verify received materials and all equipment, against approved submittals before installation.
- Manage materials on jobsite for organization, quantities, and location(s)
- Help troubleshoot, and ensure quality control inspections are completed
- Manage Merit subcontractors as needed
- Other duties as assigned

Skills:

- Integrity, Skill, and Imagination
- Customer-centric, with exceptional leadership, team-building, and communication capabilities.
- Ability to recognize and set priorities.

- Proficient in prioritizing multiple tasks effectively.
- Proficient in reading all drawing sets and following directions to job sites
- Competent in loading, securing, and unloading materials and tools safely
- Physically able to undertake and complete manual tasks
- An internal drive for continuous learning and improvement, including welcoming direction and constructive feedback as opportunities for growth
- Ability to use a computer and various software platforms including but not limited to Microsoft Office 365, Smartsheets, HH2.

Education and Experience

- High School Diploma or GED equivalency
- Valid Driver License required
- Satisfactory Motor Vehicle report
- Possess and maintain a valid electrical Journeyman license in Colorado and Wyoming, or will reciprocate for Wyoming upon employment
- 1-5 years of commercial electrical experience preferred
- Strong understanding of electrical installation
- Candidates should have completed, or be willing to undergo, the following Merit Electric training modules or their equivalents: Customer Service Essentials, Blueprint Reading, Communication in the Workplace, Supervision and Management, Intro to Lean-6 Sigma, Project Management Training, Change Management, Smartsheets, 100% Plan Review, Specification Review for RFI and project implementation.

Physical Requirements

- Ability to work in both extreme hot and cold conditions
- Ability to safely lift up to 50+ lbs.
- Ability to regularly attend classroom education and labs
- Repetitive use of arms, hands, and fingers
- Ability to bend, stoop, squat, crawl, climb, kneel, balance, push, pull, and reach overhead
- Ability to dig trenches, either by use of hand tools or power equipment
- Ability to work 40 hour weeks, night shifts and overtime as required
- Ability to work in restricted areas (manholes, utility tunnels, crawl spaces, attics, etc.)