



Job Requisition Form

(Please return to Human Resources once completed)

Date: 10/20/2025

Position title: Apprentice

Department: Wisconsin Service

Number of Hires: 1

Reports to: Service Manager

☒ Full-time (or) ☐ Part-time
☐ Exempt (or) ☒ Nonexempt
☐ Salaried (or) ☒ Hourly

Job Posting

☐ Internal only (or) ☒ Internal and External
☒ Job Description Attached
☐ Tools Required Listing Attached

Position Salary Range: \$18.00 to \$29.00

☒ Hourly or ☐ Annual
☒ Regular or ☐ Temp
☒ Full Time or ☐ Part Time

Preferred Start Date: 10/25/25

Reason for Recruitment

☐ **Replacement position**
 Name of person(s) being replaced _____
☒ **New position**

APPROVALS

Elison Bruce
 Chief Operating Office
Chad Van Dyke
 Department Director
Jake Holton
 Department Manager

INTERVIEW PREFERENCES

☐ Department Director
☐ Executive (CEO and/or COO)
☒ Department Manager
☐ Peer Panel



Job Description

Service & Small Projects Electrician

Why Join Merit Electric?

Integrity, Skill, Imagination, and Customer Centricity 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 service call, 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 & Small Projects Electrician is an experienced electrician with a diverse and strong electrical understanding of both code and electrical systems found in commercial, industrial, and residential settings. This role offers an exciting opportunity to work on diverse small projects and service calls that will keep you challenged and engaged. You'll be part of a supportive team that values continuous learning and professional growth. So, if you thrive in a dynamic environment and are passionate about delivering top-notch service, we want to hear from you!

This position reports directly to the Service Manager and is an hourly, non-exempt position.

Responsibilities and Duties

- **Professionalism:** Be a true Professional Electrician by utilizing integrity, skill, and imagination while prioritizing your customers and co-workers.
- **Project Planning:** Plan your projects or service calls, execute hands-on work, and solve problems efficiently while communicating effectively with customers.
- **Troubleshooting:** Identify and remedy electrical issues in commercial, industrial, and residential settings, often without drawings.
- **Customer Satisfaction:** Deliver outstanding service to ensure customers receive the highest value and quality.
- **Customer Anticipation:** Proactively identify and address customer needs and wants.
- **Code Compliance:** Adhere to all local and state electrical codes and identify code issues during installations.
- **Project Management:** Handle small projects, ensuring timely completion and meticulous documentation of materials used.
- **Continuous Improvement:** Enhance your skills through ongoing training and collaboration with team members.
- **Daily Documentation:** Accurately complete logs, invoices, and work orders daily.
- **Teamwork:** Maintain a positive attitude and build strong teamwork with other tradespeople and co-workers,
- **Customer Focus:** Exhibit a customer-oriented attitude in all interactions.
- **Project Oversight:** Oversee and install electrical system installations on varying type of small electrical construction projects, assigning tasks and ensuring compliance with safety and quality standards.
- **Document Review:** Review project documents comprehensively before the project start, including scope of work, construction drawings, submittals, and contracts.

- **Coordination:** Coordinate with the project team on planning, scheduling, procurement, and execution phases.
- **Internal Processes:** Build and help implement internal work packages for the crew and integrate vendor shop drawings with the project schedule.
- **Tool and Equipment Management:** Ensure tools and equipment are used properly and maintained.
- **Material Management:** Oversee minor material procurement, ensure timely approvals, and manage materials on the job site for organization and location.
- **Mentorship:** Perform electrical tasks and provide mentorship to junior staff, emphasizing safety and compliance with the National Electrical Code (NEC) and local regulations.
- **Quality Control:** Ensure the highest quality work, adherence to timelines, budget management, and complete quality control inspections.
- **Subcontractor Management:** Manage subcontractors and ensure effective project delivery.
- **Apprentice Support:** Proctor labs for apprentices as required by their apprenticeship school.
- **Additional Duties:** Perform other duties as assigned

Skills

- Integrity, Skill, and Imagination
- Customer-centric, with exceptional leadership, team-building, and communication capabilities.
- Electrical expert of not just code and electricals theory but also installation techniques, materials, and use of tools.
- 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 Products, Bluebeam, Smartsheet's, Procore, and Navisworks.

Education and Experience

- High School Diploma or GED equivalency
- Valid Wisconsin Apprentice or Journeyman license
- Valid Driver License
- Satisfactory Motor Vehicle report
- Strong knowledge of NEC & Local Codes
- Previous electrical service experience

Physical Requirements

- Ability to work in both extreme hot and cold conditions
- Ability to safely lift up to 50+ lbs.
- Repetitive use of arms, hand and fingers
- Ability to bend, stoop, squat, crawl, climb, kneel, balance, push, pull and reach overhead
- Ability to work 40 hour weeks, overtime and/or on call work as required