



**JOB TITLE:** Electrical Helper  
**DEPARTMENT:** E&/Onshore & Offshore  
**REPORTS TO:** Foreman/Supervisor/Superintendent  
**POSITION TYPE:** Full-Time  
**FLSA:** Non-Exempt

**Date Created /Revised:** 4/23/19

#### **SUMMARY**

Assist with numerous tasks involving the installation of electrical and instrumentation systems that include but are not limited to cable tray, conduit, tray support, conduit supports, cables, wires, equipment, etc.

#### **SUPERVISORY RESPONSIBILITIES**

This position does not supervise others and does not have hiring or terminating responsibilities.

#### **ESSENTIAL JOB ROLES AND RESPONSIBILITIES**

- Assist with the installation of conduit, cable tray, electrical equipment, conduit supports, tray supports, cables, wires, termination of wiring in fixtures and equipment using hand tools and power tools.
- Able to follow direction from senior level employees
- Wears all appropriate safety equipment (PPE/FRC).
- Obeys and follows all safety rules designated by company and/or client .
- Perform other duties as assigned by your immediate supervisor.
- Be able to meet all physical requirements.
- Able to work at heights (Manlifts, Scissorlifts, and Pipe Racks).
- Have all hand tools required to do the job.
- Have reliable transportation.

#### **EDUCATION REQUIREMENTS**

- High School Diploma preferred but not required

#### **EXPERIENCE REQUIREMENTS**

- Some electrical or working experienced preferred but not required.

#### **LICENCES/CERTIFICATIONS**

- Preferred but not required

#### **KNOWLEDGE/SKILLS/ABILITIES**

- **Language Skills** – Must have basic level of English, both oral and written.
- **Mathematical Skills** – Preferred but not required
- **Computer Skills** – Preferred but not required
- **Equipment Skills** – Preferred but not required
- **Other Skills** – Must have the ability to perform work accurately, must be reliable and have good time management skills.

**PHYSICAL DEMANDS**

- **Stand** – Frequently
- **Sit** – Occasionally
- **Use Hands** – Constantly
- **Climb** – Occasionally
- **Kneel** – Frequently
- **Lift/Carry over** – Frequently up to 50 lbs.
- **Vision** – Requirements include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus and ability to see color.
- **Hearing** – Must be able to pass an audio test per OSHA standards.

**WORKING CONDITIONS**

- **Wet or Humid (non-weather)** – Occasionally
- **Working near moving mechanical parts** – Frequently
- **Working in high places** – Occasionally
- **Exposed to fumes or airborne particles** – Occasionally
- **Exposed to toxic or caustic chemicals** – Occasionally
- **Outdoor weather conditions** – Constantly
- **Risk of electric shock** – Constantly
- **Work with explosives** – None
- **Risk of radiation** – Occasionally
- **Noise Level** – Very Loud

Note: This job specification should not be considered to imply that these requirements are the exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be required by the supervisor.

**ACKNOWLEDGMENT**

I have reviewed and understand the above job description and believe it to be accurate and complete. I can successfully fulfill each duty or task. I also agree that management retains the right to change this job description at any time.

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Employee: Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature