



Internal/External Job Posting

Job Title: Apprentice Electrician	Posting Time Frame: February 12, 2026 – until filled
Reports To: Wiring Superintendent	

The following position will be posted internally and externally until it is filled. If you are interested or have questions, please contact Carol Macy at 307-365-6065. Applications and Resumes should be submitted through our website at www.highwest.coop. This position is based in Cheyenne, WY.

POSITION SUMMARY:

Install, remove, and repair electrical equipment safely, logically, and efficiently, complying with all electrical codes and safety regulations, including existing and new construction under the guidance of a Journeyman Electrician.

ESSENTIAL DUTIES AND TASKS:

1. Exude our core values: Friendly, Innovative, Integrity, and Hardworking.
2. Communicates High West Energy's mission, goals, and strategies while serving the cooperative.
3. Exhibits excellent customer service externally with members/customers and internally with High West Energy employees (cooperation, timely paperwork, etc.).
4. Assists in maintaining the security of High West Energy's assets and data from hazards, including physical and cyber.
5. Assist with various tasks on various electrical systems, including but not limited to grain bin motors, load center, switchgear, irrigation pivots, fire protection systems, communications systems, grounding systems, lighting systems, heating systems, elevators, and generator equipment.
6. Assist with inventory and perform accurate inventory counts.
7. Tracks and assists in charging out all materials used on work orders.
8. Recommends measures to improve construction and maintenance methods, equipment performance, and job quality.
9. Submits all required paperwork to comply with High West Energy's rules and government regulations.
10. May require company-paid travel and overnight stays for training or other company-related events.
11. Perform other duties as assigned.

WORKING/ENVIRONMENTAL CONDITIONS:

Administrative Indoor Environment: Employees perform tasks mainly while sitting or standing at a desk, but occasionally outdoors, covering the entire building and grounds.

Operational Outdoor Environment: Employees perform both indoor and outdoor tasks. Indoors, work typically involves office tasks, such as sitting or standing at a desk or table. Outdoors, employees may face extreme weather conditions, noise exposure, vibrations, electrical shock risks, emergency climbing, and exposure to machinery and moving parts. This position requires operating a company passenger vehicle and maintaining a valid driver's license.

To maintain a safe working environment, each High West Energy employee shall:

- Adhere to the High West Energy Safety Manual and abide by the rules adopted by the Cooperative and applicable governmental regulations.
- Attend and participate in High West Energy's Safety Meetings as assigned.
- Comply with all National Electrical Safety Code (NESC), Occupational Safety and Health Administration (OSHA), Department of Transportation (DOT), Public Service Commission (PSC), and Federal Motor Carrier Safety Administration (FMCSA) regulations.
- Take responsibility for their safe work practices and the safety of others.

PHYSICAL REQUIREMENTS (IF ANY):

- Intermittent standing, stooping, bending, walking, and lifting. Ability to lift 50 pounds unassisted. Lifting objects over 50 pounds assisted may be required. Reasonable accommodations may be made to those who can perform the job's essential duties, as defined under this description's "Essential Duties and Tasks" section.
- The work requires extensive walking, climbing, crawling, bending, and working in awkward positions.
- The employee may be required to work in high or confined places and may be exposed to extremes of temperature, noise, dust, fumes, and low or high voltages.

SPECIALIZED SKILLS, ABILITIES, AND KNOWLEDGE:

- Successful performance on pre-employment tests may be required.
- The incumbent must pass required drug and alcohol tests, a physical examination for new hires, and background checks.
- The incumbent must maintain the confidentiality of any information encountered.
- The work is highly technical and analytical. It requires excellent eye/hand coordination and working with tiny components and delicate instruments.
- The work involves the application of independent, reasoned judgments, mechanical aptitude, and abstract reasoning in the identification, analysis, evaluation, and disposition of the job duties listed above.
- The employee must be able to adapt to revised schedules and periodic long work hours, manage changes in methods and priorities of work, and deal with disputes professionally, should the need arise.
- The employee must follow supervisory directions, written procedures, diagrams, and drawings.
- The employee must possess independent judgment.

MACHINES, TOOLS, AND EQUIPMENT:

Tools and equipment could include, but are not limited to:

- Electronic devices, essential office equipment, and various hand tools.
- Bucket truck, trencher, forklift, backhoe, tampers, skid steer.
- Chain saw, compactor, air hammer, crimping tools, shovel, generator.

QUALIFICATIONS:

- A high school diploma or GED equivalent is required.
- Must enroll in the High West Energy Apprenticeship Program and Standards. Must obtain an apprentice license in Colorado, Nebraska, and Wyoming within three months of the hire date.

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

❖ **The Company reserves the right to revise and alter this job description as needed.**

We are an Equal Opportunity Employer, Females/Minority/Veterans/Disabled/Sexual Orientation/Gender Identity.