



Office of Human Resources
Trades Apprentice - CJ2607
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General Statement of Duties

Performs entry-level trades apprentice work to become a journeyman carpenter, electrician, heavy equipment mechanic, HVAC specialist, painter or plumber.

Distinguishing Characteristics

This class is specifically designed to train entry level employees within a specific trade area with the goal of becoming licensed and/or certified within the required journey level timeframe.

Level of Supervision Exercised

None

Essential Duties

Serves in a formal, four-year training program as a skilled trades apprentice, participates in on-the-job training and classroom instruction and learns the methods, procedures, tools and equipment to become a journeyman carpenter, electrician, heavy equipment mechanic, HVAC specialist, painter and plumber.

Learns to identify, use and maintain tools and equipment used in the trade.

Trains in and complies with standard safety rules and procedures common to the trade.

Trains In keeping routine records, writing reports and completing forms.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Arithmetic – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of machines and tools, including their designs, installation, uses, repair, and maintenance.

Knowledge of materials, methods, and the appropriate tools to construct objects, structures, and buildings.

Knowledge of materials, methods, and the appropriate tools to construct, install, finish, or repair wooden objects or structures.

Knowledge of materials, methods, and the appropriate tools to install, maintain, or repair pipelines, pipe systems, and fixtures, including water, air, steam, gas, chemical, or sewage.

Knowledge of electrical equipment, components, instruments, and systems, including their design, installation, testing, uses, repair, or maintenance.

Knowledge of materials, methods, and appropriate tools to apply paint and other protective coating materials on drywall, wood, metal, glass, and other surfaces.

Knowledge of materials, methods, and appropriate tools to make or repair metal parts, tools, gauges, models, patterns, and machines.

Knowledge of materials, methods, and appropriate tools to process, treat, form, or shape metal.

Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.

Knowledge of procedures for operating motor vehicles, including cars, trucks, or watercraft.

Knowledge of motor vehicle engines, parts, and systems, including their designs, uses, repair, and maintenance.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

One (1) year of work experience in a Career Service classification.

Education & Experience Equivalency

None

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to a variety of electromechanical hazards

Potential exposure to hazards from electro/mechanical power equipment

Potential exposure to toxic chemicals

Potential exposure to unpleasant elements (accidents, injuries and illness)

Subject to burns and cuts

Subject to hazards of flammable, explosive gases

Subject to injury from moving parts of equipment.
 Temperature Changes: variations in temperatures from hot to cold.
 Works in confined, uncomfortable or awkward locations
 Potential exposure to humid conditions with high moisture content to cause bodily reactions
 Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes
 Potential exposure to hazards from electrical/mechanical/power equipment
 Potential exposure to heat temperatures, hot enough to cause bodily discomfort
 Potential exposure to housekeeping/cleaning agents/chemicals
 Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system
 Potential exposure to dust
 Potential exposure to hot and humid work environment
 Potential exposure to odors in animal areas
 Potential exposure to risk of blood-borne diseases
 Potential exposure to temperature changes: variations in temperature from hot to cold.
 Potential exposure to toxic chemicals
 Exposure due to soil, plants, and insects
 Noise: sufficient noise to cause distraction
 Subject to varying and unpredictable situations
 Personal Safety: aware of surroundings, people, and events.
 Subject to burns and cuts
 Subject to hazards of flammable or explosive gases
 Subject to injury from moving parts of equipment or vehicles
 Subject to pressure for multiple calls, inquiries, and interruptions
 Subject to precarious or high locations
 Wet: frequent contact with water, liquid, chemicals, or sanitary sewage
 Works in confined, uncomfortable or awkward locations.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Noise: sufficient noise to cause distraction or possible hearing loss.
 Potential exposure to hazards from electrical/mechanical/power equipment.
 Exposure to: toxic chemicals.
 Pressure due to multiple calls and inquiries.
 Subject to burns and cuts.
 Subject to electrical and radiant energy hazards.
 Subject to hazards of flammable, explosive gases.
 Subject to injury from moving parts of equipment.
 Subject to long irregular hours.
 Subject to many interruptions. Field of Vision: ability to adjust vision to bring objects into focus.
 Balancing: maintaining body equilibrium to prevent falling over.
 Carrying: transporting an object, usually by hand, arm, or shoulder.
 Climbing: ascending or descending objects usually with hands/feet.
 Color Vision: ability to distinguish and identify different colors.
 Crawling: moving about on hands and knees or hands and feet.
 Crouching: bending body downward and forward by bending legs.
 Depth Perception: ability to judge distance and space relationships.
 Vision Far acuity: ability to see clearly at 20 feet or more.

Feeling: perceiving attributes of objects by means of skin receptors.

Field of Vision: ability to see peripherally.

Fingering: picking, pinching, or otherwise working with fingers.

Handling: seizing, holding, grasping, or otherwise working with hand(s)

Hearing: perceiving the nature of sounds by the ear.

Kneeling: bending legs to come to rest on one or both knees.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Near acuity: ability to see clearly at 20 inches or less.

Pulling: exerting force on an object so that it is moving to the person.

Pushing: exerting force upon an object so that the object is away.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive motions: Making frequent movements with a part of the body.

Standing: remaining on one's feet in an upright position.

Stooping: bending the body by bending spine at the waist.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot on uneven surfaces

Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension

Neck Flexion: Moving neck upward/downward

Physical Strength: exerts maximum muscle force to lift, push, pull, or carry objects and performs moderately laboring work

Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-613

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: