



Office of Human Resources  
Trades and Vocational Intern - TA3179  
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### General Statement of Duties

Performs intern-level supervised work in trades or vocational field performing supervised duties. Trades may include mechanic, plumber, electrician, HVAC, and carpentry. Vocational fields may include skills in health care, computer technology, and office management.

### Distinguishing Characteristics

The performance of this class is guided by the learned trades knowledge outside of established procedures. The Trades and Vocational Intern classification applies theoretical and technical aspects to the profession by performing trade or vocational work. This class is distinguished from the Field Intern which applies theoretical and technical aspects primarily outside in fields such as horticulture, ecology, natural resource management, arboriculture, and landscape design. This class is distinguished from the Professional Administration Intern which applies theoretical and technical aspects in fields such as business, marketing, budget, accounting/auditing, human resources, or community development. This class is distinguished from the Professional Technical Intern which applies theoretical and technical aspects to fields such as science, technology, engineering or mathematics.

### Level of Supervision Exercised

None

### Essential Duties

Trains in entry level trades and vocational field in a City Department or Agency.

Trains in developing skills and performs the duties of a variety or specified trades or vocational training assignments.

Trains in and assists in the performance of duty assignments within clearly defined parameters, restricted in complexity, scope and level, and under close supervision.

Trains in and develops acceptable work habits and behaviors required in a structured work environment.

Trains in and prepares simple recordkeeping, various reports and other documents in accordance with specified requirements, guidelines and supervisory instruction.

Attends and participates in vocational training offered by the department or agency, and other educational classes provided by educational institutions or organizations, including training courses provided by Career Service and applies information to the work assignment.

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.

Performs other related duties as assigned.

### Competencies

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Learning - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

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

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

### Knowledge & Skills

None

### Education Requirement

Current enrollment in a trades or vocational accredited program leading to a certificate, licensure, or associates degree, or a recent graduate (within 1 year of completion of a specified program). The field is specific to the departmental and/or work assignment.

### Experience Requirement

None

### Education & Experience Equivalency

No substitution of experience for education is permitted.

### Licensure & Certification

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

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

### Working Environment

Noise sufficient to cause distraction.

Personal Safety: aware of surroundings, people, and events.

Subject to injury from moving parts of equipment or vehicles.

Temperature Changes: variations in temperature from hot to cold.

Works in confined, uncomfortable or awkward locations.

### Level of Physical Demand

3 - Medium (30-50 lbs.)

### Physical Demands

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

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

Carrying: transporting an object, usually by hand, arm, or shoulder.

Crawling: moving about on hands and knees or hands and feet.

Eye/Hand/Foot Coordination: performing work through the use of two or more.

Field of Vision: ability to see peripherally.

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

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

Walking: moving about on foot on uneven surfaces.

### Background Check Requirement

Criminal Check

By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

None

### Class Detail

**Pay Grade: A-411**

**FLSA Code: N**

**Established Date: 8/18/2019**

**Established By: SO**

**Revised Date:**

**Revised By:**

**Class History:**