



Career Service Authority

Trades Apprentice

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GENERAL STATEMENT OF CLASS 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.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions are received, relayed, or a service rendered according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory responsibility.

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.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

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

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

Carpentry/Woodworking – Knowledge of materials, methods, and the appropriate tools to construct, installs, finish, or repair wooden objects or structures.

Plumbing and Pipefitting – 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.

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

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

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

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

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

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

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

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.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

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

Oral Communication – Expresses information (for example, ideas or facts) to individual or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Physical Demands:

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

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

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

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

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

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

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

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

Crouching: bending body downward and forward by bending legs.

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

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

Handling: seizing, holding, grasping, or otherwise working with hands.

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

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

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

Hearing: perceiving the nature of sounds by the ear.

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

Lifting: Raising or lowering an object over 50 pounds.

Far acuity: ability to see clearly at 20 feet or more.

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

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Temperature Changes: variations in temperatures from hot to cold.

Exposed to a variety of electromechanical hazards

Exposed to hazards from electro/mechanical power equipment

Exposed to toxic chemicals

Exposed 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

Education Requirement:

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

Experience Requirement:

One year of work experience in a Career Service classification.

Education/Experience Equivalency:

None

Licensure and/or Certification:

Possession of a valid driver's license at the time of application; and possession of a valid Colorado Class "R" Driver's License prior to the end of the probationary period.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Don Braden

REVISED DATE: 07/12/2009

REVISED BY: John Hoffman

CLASS HISTORY This class was revised, updated, and placed into the new class specification format.