



Career Service Authority
Utility Worker Trainee

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GENERAL STATEMENT OF CLASS DUTIES

Performs entry-level trainee work in the performance of unskilled manual labor duties.

DISTINGUISHING CHARACTERISTICS

The training period for this class is ideally six (6) months, but maybe extended to a maximum of one (1) year.

This class is a training class where employees are typically reallocated to the Utility Work class upon completion of the training period.

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 is received, relayed, or renders services in accordance with the established procedures and/or guidelines.

Level of Supervision Exercised:

No supervisory responsibility.

ESSENTIAL DUTIES

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

Trains in and performs work procedures related to the assignment and participates in vocational training offered by the employing agency, including training courses provided by Career Service Authority.

Trains in and observes safety procedure and rules.

Learns to identify, use and maintain tools and equipment and trains in the methods, materials and procedures used in park maintenance, public works operations, and other manual laboring assignments.

Performs increasingly more responsible work as the employee gains experience and independently performs assigned duties.

Performs routine maintenance and laboring duties

Trains in simple recordkeeping, report writing and forms completion.

Pursues training through community organizations and educational institutions, as required.

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:

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.

Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

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.

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

Self-Esteem – Believes in own self-worth; maintains a positive view of self and displays a confident, capable image.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Flexibility – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.

Agility – Bends, stretches, twists, or reaches out with the body, arms, or legs.

Stamina – Exerts oneself physically over long periods of time without tiring (which may include performing repetitive tasks such as hammering or lifting objects).

Physical Strength – Exerts maximum muscle force to lift, push, pull, or carry objects; performs moderately laboring work.

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

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

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 temperature from hot to cold.
Wet: frequent contact with water or other liquid.
Exposed to a variety of electromechanical hazards
Exposed to hazards from electro/mechanical/power equipment
Exposed to toxic chemicals
Handles absentee replacement on short notice
Pressure due to multiple calls and inquires
Subject to burns and cuts
Subject to injury from moving parts of equipment
Subject to many interruptions

Education Requirement:

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

Experience Requirement:

None

Education/Experience Equivalency:

None

Licensure and/or Certification:

Must be at least 16 years of age at the time of application.

By position, requires 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: Unknown

REVISED DATE: 07/12/2009
05/16/2001

REVISED BY: John Hoffman
Pete Garritt (First Revision)

CLASS HISTORY 7/2009 - This class was revised, updated, and placed into the new class specification format.