

The Maryland-National Capital Park and Planning Commission

TITLE: Trades Trainee
SERIES: General Trades Support

GRADE: T02 **CODE:**5312
DATE: 1/13/88

Class Definition

Under general supervision, performs semi-skilled manual work, involving moderate responsibility, complexity, and variety. Attends classes and receives on-the-job training in a skilled trade under an approved apprenticeship program. Performs skilled trade under an approved apprenticeship program. Performs skilled trades work under close supervision and provides other general assistance to skilled trades workers (e.g., Plumbers, Carpenters, Electricians) in building construction, maintenance, and renovation. May also assist Mechanics in maintenance and repair of vehicles and equipment. Job incumbents must be making satisfactory progress towards the eventual completion of the apprenticeship program to remain in this job class. Performs other related duties as assigned.

Examples of Important Duties

1. Attends classroom instructions, reads assignments, and takes examinations to learn a skilled trade (e.g., carpentry, electrical work, plumbing, auto mechanics).
2. Performs skilled trades work under close supervision (e.g., reads blueprints, performs rough carpentry, repairs electrical motors, installs wiring, replaces leaking pipes, fixes clogged drains).
3. Drives various trucks, sometimes with a trailer, to carry workers and haul tools, equipment, materials, supplies, trash, and other cargo. Cleans and washes truck. Takes truck to garage for maintenance and repairs.
4. Drives truck to pick up automotive parts and equipment in Washington, D.C. area. Drives tow truck to transport stalled vehicles to garage for repair.
5. Operates frontend loader and fork lift to load materials (e.g., sand, lumber) onto trucks.
6. Operates power saws to cut bricks and cement blocks to size needed. Operates jack hammers to break up rock, concrete, and asphalt. Operates mixer to make concrete and cement.
7. Loads and unloads tools, equipment, supplies, and materials on trucks. Assist in setting up tools and equipment at work sites. Carries tools, supplies, and materials (e.g., cement, bricks,

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Examples of Important Duties (Continued)

lumber) to skilled workers during course of work at work site.

8. Patrols work sites to pick up debris and trash. Sweeps sawdust and other dirt to clean work area.
9. Cleans and sharpens tools. Assists in providing routine maintenance and repair of equipment and vehicles.

Important Worker Characteristics

- A. Knowledge of (1) building construction; (2) Commission policies and procedures;* (3) safety; (4) skilled trade.*
- B. Skill in operate of (1) fork lift;* (2) frontend loader;* (3) hand tools; (4) jack hammer;* (5) power tools; (6) truck; (7) tools of specific trade.
- C. Ability to (1) follow directions; (2) perform simple arithmetic; (3) read routine reports and correspondence; (4) read blueprints; (5) see different colors (electrical work only); (6) write routine reports and correspondence; (7) lift up to 100 pounds; (6) work at heights.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. High school graduation or GED and one course in trades work; or one year of experience as a Trades Helper; or
2. Equivalent combination of education and experience.
3. Valid Maryland driver's license or the ability to acquire one.

Working Conditions

Works in shop or job site. Some driving. Exposed to weather, dirt, heights.