

The Maryland-National Capital Park and Planning Commission

TITLE: Trades Apprentice GRADE: T02 DATE: 5/30/2019
SERIES: General Trades Support CODE: 2401 EEO: Skilled Craft FLSA: Non-Exempt

Class Definition:

Under close 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 trades work under close supervision and provides other general assistance to skilled trades workers (e.g., Plumbers, Electricians, HVACR Mechanics) in building construction, maintenance, and renovation. Applies knowledge of building construction and the skilled trades. May also assist Automotive/Equipment Mechanics in maintenance and repair of vehicles and equipment. Follows procedures and applies standard solutions to a range of common or recurring problems. Interacts with people inside the organization (primarily) to exchange routine information. Performs other duties, as assigned.

Assignments are made in terms of specific instructions. The incumbent carries out the work step-by-step in strict adherence to established policies and procedures, resolves routine work problems by selecting and applying the appropriate guideline(s), and brings new or uncommon problems to the supervisor, or a more experienced skilled trades worker, for guidance or resolution. The work is subject to check in process and upon completion for conformance with instructions and other guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

1. Attends classroom instruction, reads assignments, and takes examinations to learn a skilled trade (e.g., electrical work, plumbing, HVACR, automotive/equipment mechanic).
2. Performs semi-skilled manual work and trades work under close supervision (e.g., reads blueprints, performs rough carpentry, repairs electrical motors, installs wiring, replaces leaking pipes, fixes clogged drains) via work requests; with oversight, implements unique construction design and maintain compliance with historical preservation guidelines.
3. Drives various non-commercial driver's license (CDL) vehicles, sometimes with trailer, to carry workers and tools, equipment, materials, supplies, trash, and other cargo; cleans and washes trucks. Takes trucks to garage for maintenance and repairs; drives trucks to pick up automotive parts and equipment outside of the County. Drives tow trucks to transport stalled vehicles to garage for repairs.
4. Operates front-end loaders and forklifts to load materials (e.g., sand, lumber) onto trucks.
5. Uses a variety of hand tools and equipment; operates power saws to cut bricks and cement blocks to size needed. Operates jackhammers to break up rock, concrete, and asphalt; and operates mixers to make concrete and cement.
6. Loads and unloads tools, equipment, supplies, and materials on trucks; assists in setting up tools and equipment at work sites. Carries tools, supplies, and materials (e.g., cement, bricks, lumber) to skilled workers during course of work at work sites; and cleans and sharpens tools.

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7. Maintains inventory of equipment and tools on assigned vehicle and in shop.
8. Patrols work sites to pick up debris and trash; sweeps sawdust and other dirt to clean work area. Uses sustainability practices of recycling, disposal and energy conservation while performing duties.
9. Assists in providing routine maintenance and repair of equipment and vehicles as needed or in accordance with schedule; troubleshoots equipment as needed.
10. Utilizes personal protection equipment such as foot protection, respirator or protective eye wear while performing duties.
11. Provides administrative recordkeeping.

Important Worker Characteristics:

- A. Knowledge of: (1) building construction; (2) Commission policies and procedures*; (3) safety; and (4) skilled trade*.
- B. Skill in operation of: (1) fork lift; * (2) front-end loader*; (3) hand tools; (4) jack hammer*; (5) power tools; (6) truck; and (7) tools of specific trade*.

**Typically acquired or fully developed primarily after employment in this job class.*

- C. Ability to: (1) follow directions; (2) perform simple arithmetic; and (3) obtain cardiopulmonary resuscitation (CPR) and first aide certifications.
- D. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include assist in providing routine maintenance and repair of equipment and vehicles as needed or in accordance with schedule.
- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include reading routine reports and correspondence; reading blueprints; writing routine reports and correspondence.
- F. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.

Minimum Qualifications (MQs):

1. High school graduation or Certificate of General Educational Development (GED).

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2. An equivalent combination of education and experience may be substituted.
3. Valid driver's license in accordance with both State and Commission rules. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
4. Pass Commission medical examination.

Working Conditions:

Occasionally remain in a stationary position, move about inside the office and outside, operate vehicles, tools and equipment, ascend and descend ladders, position self to complete manual work, move equipment, tools and supplies weighing up to 50 pounds and work in outdoor weather conditions. Overtime and emergency on-call time may be required.