

**APPRENTICE I/II  
(Group of Active Classes)**

<b>APPLIANCE &amp; EQUIPMENT APPRENTICE I/II</b>	<b>64428</b>
<b>GROUNDS EQUIPMENT APPRENTICE I/II</b>	<b>62478</b>
<b>HVAC APPRENTICE I/II</b>	<b>63458</b>
<b>INDUSTRIAL ELECTRICIAN APPRENTICE I/II</b>	<b>62848</b>
<b>PIPEFITTER APPRENTICE I/II</b>	<b>63188</b>
<b>POWER PLANT APPRENTICE I/II</b>	<b>63089</b>
<b>ROOFER APPRENTICE I/II</b>	<b>63538</b>
<b>SHEET METAL WORKER APPRENTICE I/II</b>	<b>64168</b>
<b>STRUCTURAL MAINTENANCE APPRENTICE I/II</b>	<b>62839</b>

**Definition**

Learns and performs a series of tasks in a skilled trade by assisting more senior-level trades workers; and performs related duties as required or assigned.

**Typical Tasks** (illustrative only)

Participates in pre-journey-level maintenance, repair, and construction tasks in an assigned trade or various structural trades; assists with the preparation, operation, and cleaning of tools and equipment; cleans work area; loads and unloads materials, tools, and equipment from trucks; carries equipment and tools to and from worksite; and performs assigned progressive on-the-job training tasks to develop skills in the trade to which assigned; and may be required to work an evening "swing" shift on a regular or rotating basis.

**Supervision Given/Received**

Receives direct supervision from the assigned trade supervisor or senior supervisor. May provide guidance and assistance to lower-graded apprentices and/or hourly employees, as required.

**Education/Experience/Skills**

Any combination of education, training, and experience equivalent to graduation from high school, plus completion of courses in vocational and/or technology education. Can demonstrate progressive knowledge of the basic principles of the trade(s) to which assigned; shows aptitude for and interest in the assigned trade; knowledge of common methods, materials, tools, equipment, and safety precautions applicable to the assigned trade; awareness of the existence of applicable national, state, and local codes; ability to follow written and oral instructions and to read and understand basic drawings and manuals; and strength and dexterity to perform all required tasks, including lifting, stooping, bending, and working in tiring and uncomfortable positions. Possession of an appropriate, valid motor vehicle operator's license.

### Career Ladder Advancement Criteria

#### To advance from US-09 to US-11:

Generally, the apprentice period will be for two years at the US-9 paygrade before approval is granted to test for the US-11 paygrade. However, if the employee exhibits the knowledge, skills, abilities, and judgment to perform at the higher grade of the career ladder, the director may request (using the Supervisor Certification for Career Ladder Advancement) that the employee be advanced to the higher level of the career ladder in a shorter period of time

Incumbent must:

- have demonstrated knowledge of workplace rules and regulations;
- have demonstrated knowledge of the trade safety precautions;
- have demonstrated ability to provide basic customer service.
- have demonstrated thorough knowledge of the use and care of all tools and equipment associated with the trade;
- have demonstrated mastery in performing more advanced trade work appropriate to the trade to which assigned by passing the career ladder advancement test; and
- have demonstrated ability to fully assist customers or make appropriate referrals to more senior tradespersons.



Revised: July 2009