

**TRAINEE I/II/III
(Group of Active Classes)**

APPLIANCE & EQUIPMENT TECHNICIAN TRAINEE I/II/III	64428
GROUNDS EQUIPMENT TECHNICIAN TRAINEE I/II/III	62478
HVAC TECHNICIAN TRAINEE I/II/III	63458
INDUSTRIAL ELECTRICIAN TRAINEE I/II/III	62848
PIPEFITTER TRAINEE I/II/III	63188
POWER PLANT TECHNICIAN TRAINEE I/II/III	63089
REFRIGERATION TECHNICIAN TRAINEE I/II/III	63958
ROOFER TRAINEE I/II/III	63538
SHEET METAL WORKER TRAINEE I/II/III	64168
STRUCTURAL TRAINEE I/II/III	62839

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 trainees and/or hourly employees, as required.

Education/Experience/Skills

Any combination of education, training, and experience equivalent to completion of the tenth grade, plus 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-07 to US-09:

Incumbent must:

- have demonstrated knowledge of workplace rules and regulations;
- have demonstrated knowledge of use and care of the tools associated with the trade;
- have demonstrated knowledge of the trade safety precautions;
- have demonstrated mastery in performing the more routine repairs appropriate to the trade to which assigned by passing the career ladder advancement test; and
- have demonstrated ability to provide basic customer service.

To advance from US-09 to US-11:

Incumbent must:

- 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: February 2005