



University System of Maryland Job Class Specification

TITLE: APPRENTICE SKILLED TRADES I-VIII C
FLSA: NONEXEMPT
EEO6: H70
IPEDS-SOC: 47-3000

JOB CODE: N40APJ
JOB TYPE: INST SPECIFIC UMCP
JOB FAMILY/SERIES: PHP MNT

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/96

JOB SUMMARY

APPRENTICE SKILLED TRADES I - VIII C
EXTENDED JOB CODES APJ - APS

GROUP C: Automotive Services Mechanic Apprentice or Heating
Ventilation and Air Conditioning (HVAC) Apprentice.

Under direct supervision, performs apprentice level work in one of the skilled trades. Apprentices receive approximately 8000 hours of work process training, handling, installation and maintenance and repair of equipment and facilities. Close supervision is received from an experienced Journeyman on all work processes in which the apprentice has not demonstrated proficiency and competence. Apprentices receive training and experience which allows them to progress through successive levels of knowledge and skills during the course of their apprenticeship culminating with eligibility for appointment to a journey level job class.

MINIMUM QUALIFICATIONS

Level I - Satisfactory completion of screening process.

Level II - Satisfactory completion of 6 months apprentice training in the option or its equivalent experience in physical plant maintenance.

Level III - Satisfactory completion of 12 months apprentice training in the option or its equivalent experience in physical plant maintenance.

Level IV - Satisfactory completion of 18 months apprentice training in the option or its equivalent experience in physical plant maintenance.

Level V - Satisfactory completion of 24 months apprentice training in the option or its equivalent experience in physical plant maintenance.

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Level VI - Satisfactory completion of 30 months apprentice training in the option or its equivalent experience in physical plant maintenance.

Level VII - Satisfactory completion of 36 months apprentice training in the option or its equivalent experience in physical plant maintenance.

Level VIII - Satisfactory completion of 42 months apprentice training in the option or its equivalent experience in physical plant maintenance.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to read, understand and carry out oral and written instructions; to perform basic mathematics including area, volume, weights and the practical application of fractions; to learn to diagnose and solve problems, repair and construct equipment and facilities; to operate and maintain tools and equipment of the trades; to operate personal computers and related software; to work in, around, over and under fixed equipment and machinery; to work from lifts, ladders, and scaffolding; to work in hazardous or irritating environments, confined spaces, and adverse weather and temperature conditions; to manipulate heavy equipment, tools, and supplies and/or exert force up to 70lbs.; to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Applicants must successfully complete a minimum of 104 classroom hours of instruction appropriate to the option. Skill certification by the supervisor is required for each 6-month period. Candidates selected for employment may be subject to medical inquiries and/or medical examination to determine the ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may also be required. Employees assigned to work with CFC refrigerants must acquire and maintain valid certification in accordance with Federal law.