



University System of Maryland Job Class Specification

TITLE: APPRENTICE SKILLED TRADES I-IV D
FLSA: NONEXEMPT
EEO6: H70
IPEDS-SOC: 47-3000

JOB CODE: N41AP1
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: PHP MNT

APPROVED BY: Chancellor's Designee: **EFFECTIVE DATE:** 2/4/2010
James Sansbury, Associate VC Financial Affairs/Human Resources

JOB SUMMARY

APPRENTICE SKILLED TRADES I - IV D
EXTENDED JOB CODES AP1 - AP4

GROUP D: Electrical Apprentice

Under direct supervision, performs apprentice level work in one of the skilled trades. Apprentices receive approximately 8000 hours of trade-specific job training. Supervision is provided by a qualified Journey level person on all work processes in which the apprentice has not demonstrated proficiency and competence. Apprentices receive training and experience which allows them to progress in regards to knowledge and skills during the course of their apprenticeship. Upon successful completion of all aspects of the apprenticeship program, apprentices will be eligible for appointment to a journey level job classification.

PRIMARY DUTIES

Level I - Satisfactory completion of screening process.

Level II - Satisfactory completion of 12 months apprentice training.

Level III - Satisfactory completion of 24 months apprentice training.

Level IV - Satisfactory completion of 36 months apprentice training.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION:High School Diploma or GED

EXPERIENCE:Entry into program dependent upon satisfactory completion of screening process.

N41AP1 - SYSTEMWIDE - APPRENTICE SKILLED TRADES I-IV D

Page 2

OTHER:NONE

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to read, understand, and carry out oral and written instructions; to perform basic mathematics; to learn to diagnose and solve problems; to operate and maintain tools and equipment of the trade; 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

Apprentices must successfully complete a minimum of 104 classroom hours (additional hours may be required dependent upon trade) of instruction to the specific trade. Documentation of successful completion of both the job training and classroom hours are required prior to becoming eligible for appointment to a journey level job classification. Apprentices may be required to pass applicable Maryland State tests and be able to attain Maryland State licensure following satisfactory completion of job training and classroom education prior to becoming eligible for appointment to a journey level job classification. Yearly status updates are required from the employer and educational institution to ensure continued compliance with the job training and classroom education requirements. Candidates selected for employment may be subject to medical inquiries and/or medical examination to determine ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required.