



Job Title: **Apprentice** (See Journeyman job description)

Department: **Facilities Services**

Supervisor: **Facilities Coordinator & Shop Lead**

Lane Placement: **ESP Lane 3**

Schedule: **8 hrs / 245 days** Evaluation Group: **JCES**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the facilities coordinator and shop lead, the **Apprentice** performs trade specific tasks to help in the fabrication, maintenance, and repair of equipment and other items in and around district facilities.

Responsible to follow all policies and guidelines as detailed by district policy.

ESSENTIAL FUNCTIONS

- Completes the required apprenticeship for the position.
- Performs daily work orders with attention to cost, safety, and professionalism.
- Performs specific trade work (Varies dependent upon the apprenticeship.).
- Responds to routine and emergency duties as required.
- On call duties as assigned.
- Shift work may be required.
- Attends scheduled trainings and department meetings.
- Orders materials within specific trade or responsibility area.
- Ensures assigned tasks are completed to district standards.
- Coordinates with other trades as needed.
- Provides support services to other maintenance areas as needed.
- Drives a maintenance vehicle for transportation to work sites.
- Maintains and repairs district tools and equipment.
- Ensures that all safety practices and guidelines are followed.
- Operates equipment associated with assigned trade areas.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Must be fingerprinted and clear a criminal background check.
- Requires high school diploma, GED, or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires valid Utah Driver License.
- Must demonstrate competence in reading, writing, and math.
- Requires computer literacy to manage functions and systems (operating systems, works orders, documentation, time sheets, etc.).
- Requires excellent interpersonal skills.
- Requires ability to establish priority of work assignments.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

MACHINES, TOOLS & EQUIPMENT USED:

- Uses various trade specific tools, equipment, and machinery.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Requires working outside in all kinds of weather conditions.
- Work requires physical exertion (lifting equipment and materials up to 75 pounds, climbing, working in high places and/or awkward positions, etc.).
- Works with chemicals that are potentially hazardous.
- Must endure many interruptions.
- Some pressure and stress to meet deadlines.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020