

**Jordan School District  
CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Facility Apprentice I (W65)</b>	Job Family: 06
Department: Facility Services	Lane Placement: 3, 5
Supervisor's Title: Director of Facility Services & Coordinator	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u>[Signature]</u>	Date: <u>8-4-15</u>
ADA Review: <u>[Signature]</u>	Date: <u>8-25-15</u>
Human Resource Approval: <u>[Signature]</u>	Date: <u>8-10-15</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>8/27/15</u>
Original date: <u>05/83</u> Revised: <u>04/05</u> Revised: <u>03/10</u> Revised: <u>07/15</u>	

**GENERAL FUNCTION**

Under the supervision of the Director of Facility Services, the **Facility Apprentice I** progresses through an approved formal apprenticeship program directed by the Apprenticeship Advisory Board. Upon successful completion of the apprenticeship, the employee becomes a journey level employee in general trades or painting.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Perform and complete a formal apprenticeship program as approved and directed by the Apprenticeship Advisory Board. Will be subject to requirements of District policy DA165 Apprenticeship Program-Facility Services Department.
- Under the day-to-day direction of a journey-level employee, assist with and complete all trade-related duties. Complete all expected work-hour requirements in a specific trade.
- Enroll in, and successfully complete, all required education programs at own expense.
- Will be required to obtain certifications/ licenses as required within a specific trade.
- Complete installation, diagnosis, troubleshooting, maintenance and repair of trade related projects. Complete assignments in a cost efficient and timely manner.
- Order necessary supplies and equipment as needed.
- Assess equipment safety and make repairs. Follow proper operating procedures with all equipment to avoid injury.
- May respond to facility emergencies. Shift work or on-call duties may be required.
- Drive a facility vehicle for transportation to work sites. Inspect vehicles as required.
- Provide support to other facility areas as needed.
- This position requires punctual and regular daily attendance.

**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 incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.