

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Facility Apprentice III (W70)	Job Family: 06
Department: Facility Services	Lane Placement: 3, 5, 6, 7
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 III** 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 electrical, plumbing or HVAC.

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.

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 machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires completion of education requirements and work experience in prescribed areas within the trade he/she is assigned.
- No previous work experience is required; however, trade specific experience is preferred.
- Requires excellent interpersonal skills. Has extensive interaction with other department administrators, contractors, vendors, school administrators and staff, custodians and some District administrators. Students are frequently close by as work is being performed.
- Must be competent in use, care and maintenance of needed tools and equipment.
- Requires ability to communicate clearly. Basic computer skills required.
- Basic knowledge of S.D.S. safety procedures preferred.
- Must demonstrate competence in reading, writing, and math.
- Requires ability to follow direction.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid Utah Driver's license.

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:

- Ladders, lifts, tools and equipment used to diagnose, repair, construct and perform trade related work.

Physical Requirements – Not limited to the following:

- Must meet all physical requirements of the applicable trade position.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- 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 condition, 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.