Foothill-De Anza Community College District
Office of Human Resources and Equal Opportunity
Classification Services
Approved Position Description
For

Hardware Apprentice

DEFINITION:
Under supervision to serve as a helper or assistant in the Locksmith trade; perform semi skilled and/or skilled work in welding and steel fabrication; and to do related work as required.

JOB CHARACTERISTICS:
Incumbents are assigned to work under the skilled craftsperson in the Hardware trade; however, they may be required to help with other work as needed. Although some training and experience is expected, full journeyman proficiency is not required. Incumbents in this class may advance to a journeyman class only after promotional qualification requirements have been fulfilled. Assignment for Apprentice III must include at least 75% of time as Journeyman in the Hardware trade.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:
Depending upon assignment, duties may include, but are not limited to, the following:

1. Performs a variety of repair and maintenance duties in the Hardware trade.
2. Performs welding and steel fabrication work as assigned.
3. Uses the tools of the trade skillfully.
4. Works either from oral or written instructions, drawings, or specifications.
5. Observes proper safety precautions.
6. Keeps tools and equipment in good condition.
7. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:
Knowledge of:
1. Standard methods, materials, and equipment used in one of the maintenance trades.

Ability to:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.
3. Use a computer for entry and retrieval of information for work assignments.
4. Use the required tools and equipment skillfully and safely.
5. Keep work records.
6. Follow oral and written directions.

Certification: 1. Possession of an appropriate California Operator's license issued by the State Department of Motor Vehicles.

PROMOTIONAL QUALIFICATIONS:

Apprentice I - Entry Level Position, Range 46

Experience: 1. Basic knowledge of hand tools
           2. Demonstrated interest in position that requires mechanical aptitude highly desirable.
           3. Knowledge of Locksmith, welding, or steel fabrication helpful, but not required.

Education: 1. Completion of twelfth grade or equivalent.
           2. Trade school courses desirable.

UPON EVALUATION AND RECOMMENDATION BY THE SUPERVISOR AND THE APPRENTICESHIP COMMITTEE AND FINAL APPROVAL BY THE DIRECTOR OF OPERATIONS AND/OR ASSOCIATE DIRECTOR OF PLANT SERVICES, THE EMPLOYEE MAY MOVE TO LEVEL II AFTER COMPLETING 18 MONTHS (OR EQUIVALENT) OF SERVICE AS APPRENTICE I - LOCKSMITH WITH DEMONSTRATED PROFICIENCY AND 150 HOURS OR EQUIVALENT OF APPROVED VOCATIONAL INSTRUCTION.

Apprentice II - Semi-Skilled, Range 48

Experience: 1. Two years of experience in a comparable position with another employer or successful completion of the Apprentice I requirements in the Hardware trade.

Education: 1. Completion of twelfth grade or equivalent.

UPON EVALUATION AN RECOMMENDATION BY THE SUPERVISOR AND THE APPRENTICESHIP COMMITTEE AND FINAL APPROVAL BY THE DIRECTOR OF OPERATIONS AND/OR ASSOCIATE DIRECTOR OF PLANT SERVICES, THE EMPLOYEE MAY MOVE TO LEVEL III AFTER COMPLETING 18 MONTHS (OR EQUIVALENT) OF SERVICE AS APPRENTICE/HELPER II - HARDWARE WITH DEMONSTRATED PROFICIENCY AND 150 HRS OR EQUIVALENT OF APPROVED VOCATIONAL INSTRUCTION.

Apprentice III - Skilled, Range 52

Experience: 1. Four years of experience in a comparable position with another employer or successful completion of the Apprentice II requirements in the Hardware trade.

Education: 1. Completion of twelfth grade or equivalent.

APPRENTICE III EMPLOYEES THAT MEET THE JOURNEYMAN HARDWARE QUALIFICATIONS MAY BE CONSIDERED FOR PROMOTION TO JOURNEYMAN WHEN A POSITION BECOMES AVAILABLE; OR AT THE DISCRETION OF THE DIRECTOR OF OPERATIONS AND/OR ASSOCIATE DIRECTOR OF PLANT SERVICES.

Date Approved: March 1993
Range: Level I, L-46
       Level II, L-48
       Level III, L-52
EEO-Category: H-60