

# Classification and Qualification STANDARDS

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## Maintenance and Laborer Trainee

*Class Code: 0104*

*Date Revised: 04-01-2005*

*FLSA: Non-Exempt*

*Classification Standard Reformatted: 03-01-2014*

### **OVERVIEW:**

Under immediate supervision, the Maintenance and Laborer Trainee is employed in a trainee capacity to learn and perform unskilled and semi-skilled work and to gain exposure to jobs which emphasize manual skills. Trainees participate in on-the-job training, and may attend formalized training sessions to develop job skills, knowledge and work habits.

The duration of the training period is from three to twelve months, but does not exceed one year. Upon successful completion of the training period, as determined by campus evaluation and classification review processes, the trainee advances to an appropriate classification. Permanent status cannot be earned in this classification.

The Maintenance and Laborer Trainee is distinguished from the Custodian and Laborer by the greater degree of supervision received and the variety of duties that may be performed depending on the assigned area of training in the Maintenance and Laborer Trainee classification.

### **TYPICAL ACTIVITIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Maintenance and Laborer Trainees typically perform work involving some or all of the following duties: learn how to use supplies and equipment to perform a variety of unskilled tasks of increasing breadth, complexity and independence; learn proper work habits, how to follow a prescribed routine, how to utilize one's time in a work situation; and how to use judgment in seeking help of supervisors. Areas of work may include, but are not limited to, custodial, reprographics, physical inventory, shipping and receiving, building and grounds maintenance, and performing a variety of assignments which may include assisting other employees in activities in these areas.

### **MINIMUM QUALIFICATIONS:**

#### ***Abilities:***

Ability to work in a trainee capacity and demonstrate continued progress and improvement in work habits, job knowledge and abilities; follow simple oral and written instructions; establish and maintain effective working relations with others; read and write at a level appropriate to the duties of the position; use and care for appropriate supplies and equipment; observe and use safe working conditions; and be willing to perform heavy physical work which may be required for some positions.