



## Carpenter Apprentice

*Class Code: 6477*

*Date Established: 01-01-81*

*Date Revised: 05-01-05*

### **OVERVIEW:**

Under immediate supervision, in a trainee capacity, performs a variety of progressively more complex carpentry tasks and performs related work, as required.

### **DISTINGUISHING CHARACTERISTICS:**

The apprentice classification is distinguished from the Carpenter by the absence of substantial responsibility for the completion of journey-level tasks on a continuing basis, and by the requirement that they receive immediate supervision from journey-level Carpenters. Incumbents follow a formal training plan with established objectives and are not solely responsible or accountable for the completion of journey-level tasks on a continuing basis.

The apprentice classification is designed for the employment of minimally qualified individuals with little or no skilled work experience, who are at least 18 years of age. This classification will be used in conjunction with a formal training program of on-the-job training and supplemental education which outlines training objectives and provides a method for evaluation of performance while achieving those objectives. As it is a four-year training classification, and not intended for the employment of journey-level Carpenters, incumbents may not be appointed to positions in this classification for more than four years. Upon certification of journey-level capability, incumbents will become eligible for appointment or transition to the Carpenter classification; however, placement into the Carpenter classification is not guaranteed.

### **TYPICAL ACTIVITIES:**

Incumbents in this apprentice classification are instructed in and learn to assist journey-level Carpenters in performing the full range of carpentry tasks; learn names and applications of pertinent tools and equipment; learn to maintain and repair buildings; learn to erect, maintain and repair various types of sheds, scaffolds, forms, frames, fences and other structures. Incumbents progressively assume more responsible and complex tasks from regular maintenance of tools, materials and equipment to making sketches and estimations of repair work. Incumbents learn proper methods of maintaining and storing materials and supplies, make simple reports, keep simple records and keep a daily log of work completed, as well as records of their progression through the work processes listed in their training guidelines.

### **TYPICAL QUALIFICATIONS:**

#### ***Knowledge and Abilities:***

Entry to this apprentice classification requires the possession of a high school diploma, California GED, or equivalent combination of education and experience including one year of high school algebra with a grade of "C" or better, or equivalent.

Incumbents must be able to follow oral and written instructions; read, write and perform tasks at a level appropriate for the duties of the position; establish and maintain cooperative working relationships; learn lumber types and grades; identify types and uses of carpentry tools and materials; handle carpentry tools safely and properly; learn and apply the Safety Orders of the Division of Industrial Safety and of the State of California applicable to carpentry. Incumbents also must be able to work in a trainee capacity and demonstrate continued progress and improvement in operating woodworking tools and machinery; develop work habits, knowledge and abilities pertinent to the trade; demonstrate a definite interest in a career as a crafts carpenter; and meet all the criteria as defined in the CSU and SETC Apprenticeship Standards Addendum.