



City of Phoenix

General Apprentice-U3 (Non-classified)

Job Code:	00030	Job Function:	General Clerical
Salary Plan:	300	Grade:	390
FLSA:	Nonexempt	Labor Assign:	Unit 3 AFSCME 2960
Benefit Cat:	003	EEO-4:	No EEO-4 Reporting
SOC:		Last Revision:	April 2022

The listing of duties and responsibilities shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the essential functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to provide work experience and training in a specific discipline to employees with limited or little prior knowledge or experience. Duties include work-based learning by interacting with and assisting other more experienced workers in the performance of their job duties as well as classroom and virtual learning exposure. Recruitments for this classification will be under a more specific working title, the details of which will be maintained in the apprenticeship program.

SUPERVISION RECEIVED/GIVEN:

Duties are performed under the close supervision of a higher-level classification and evaluated based upon results. As the employee progresses through the apprenticeship program, duties and assignments will become progressively more challenging and the level of oversight will diminish consistent with demonstrated performance. This position does not supervise others.

ESSENTIAL FUNCTIONS:

- Specific duties and functions will depend upon the type of apprentice and the specific discipline. Details will be maintained in the apprenticeship program
- Learn and perform in specific discipline with increasing independence
- Work cooperatively with other City employees in a team environment
- Adhere to workplace, health and safety procedures
- Maintain tools, vehicles, equipment, parts or supplies
- Operate various types of equipment in accordance with established procedures
- Clean and maintain work area
- Maintains regular and reliable attendance
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activities



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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to:

- Communicate orally with customers, clients, and the public using a telephone, in person, through virtual media, and in a group setting in the English language.
- Work safely without presenting a direct threat to self or other
- Comprehend and make inferences from material written in the English language.
- Work in extreme hot or cold conditions inside or outside
- Raise, lower or position equipment, tools or materials
- Exercise appropriate initiative and judgment.
- Work cooperatively with other employees and the public.
- Learn job-related material through oral instruction and observation to effectively perform job duties. This learning may take place in an on-the-job training setting and/or in a classroom or other structured learning environment
- Learn to use job-related equipment. This learning is usually obtained through on-the-job training

Additional Requirements:

- Some positions may require registration or certification at an appropriate level by specified milestones or by the end of the apprenticeship program.
- Some positions may require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions may require individuals to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license (CDL). Pre-employment drug testing is required for CDL positions. Employees in CDL positions will be subject to unannounced alcohol and drug testing as a condition of continued employment.

ACCEPTABLE EXPERIENCE AND TRAINING:

Any combination of experience and education that provides the knowledge, skills, and abilities required to perform the work.