



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CRAFT WORKER-IN-TRAINING IV	29	H	9.465
CRAFT WORKER-IN-TRAINING III	28	H	9.466
CRAFT WORKER-IN-TRAINING II	27	H	9.467
CRAFT WORKER-IN-TRAINING I	25	H	9.468

**OPTIONS FOR ALL LEVELS IN THE SERIES:**

- A. PAINTER
- B. PLUMBER
- C. WELDER
- D. (HVACR) SPECIALIST
- E. HEAT PLANT SPECIALIST
- F. CARPENTER
- G. ELECTRICIAN
- H. LOCKSMITH

**SERIES CONCEPT**

Craft Workers-in-Training: 1) serve a four-year period of time in a training status; 2) successfully complete required job related courses by attending college courses or manufacturer's demonstrations, seminars, and equipment displays; 3) are supervised on any job relating to the trade by a journey level craft worker; 4) study the practical applications of the option during the required four-year training period; 5) are tested periodically to gauge the trainee's progress; 6) are examined by the line supervisor and a supervisor of another craft on the completion of each year of the four-year training period; 7) perform the work of the trade and other pertinent duties as assigned by the supervisor; 8) respect the property of the employer and abide by the working rules and regulations of the agency and State personnel policies; and 9) develop safe working habits to ensure the safety of the employee and fellow workers.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Craft Worker-in-Training IV**

**Option A - Painter:** Incumbents analyze the requirements for a given job and carry out all aspects of the work involved in a near journey level manner. Incumbents become proficient in the finish, sealing, and varnish of hard woods, railings, furniture, and related items; with the aid of manufacturer's instructions and supervision, learn metal painting, surface preparation, compatibility to paints, and methods of application; become proficient in applying special wall coverings such as vinyl, paper, and burlap, preparing specialized surfaces, and applying the proper material on surfaces and in areas such as swimming pools, flumes, high humidity areas, and laboratories. Incumbents also become familiar with the purchasing procedures of the agency, proper use of the limited purchase order book, its limits, and use of purchase order numbers for large purchases as issued by the agency.

**Option B - Plumber:** Incumbents become proficient in the service, repair, and care of plumbing equipment, cleaning procedures, replacing lines, and performing emergency repair requiring remodeling and the replacement of equipment. Incumbents learn to troubleshoot, service, and repair controls for systems and components such as heating systems, basic electricity, line voltage, low voltage, instruments, pilot generator,

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### CLASS CONCEPTS (cont'd)

#### Craft Worker-in-Training IV (cont'd)

##### **Option B - Plumber:** (cont'd)

thermostats, line control aquastats, flues, and vents; learn procedures related to the installation of transit pipe including cutting, beveling assembly, glass pipe, cutting bead rolling, quick bead couplings, hangers, and supports. Incumbents also become familiar with various types of plastic pipe including polyvinyl chloride (PVC), polypropylene, and polyethylene and the solvents, equipment, and tools used in installation.

**Option C - Welder:** Incumbents continue to develop skills in the metal fabrication field and accomplish jobs with minimal supervision. Incumbents lay out and fabricate metal work such as handrail and piping systems and cut and grind fitted joints according to plans; learn the basic operation of the metal lathe and operate the machine when assigned by the supervisor; learn the principles and operation of heliarc welding and perform jobs using this process as assigned by the supervisor. Incumbents must satisfactorily pass any examination given for journey level rating and certification.

**Option D – Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Specialist:** In addition to fulfilling the craft obligations to the required level of skills, the following responsibilities are added: heat pump, servicing, and installation; heating and air conditioning application and systems; humidifying and dehumidifying; heating and air conditioning, cleaning, controls, instruments, and heating and cooling loads; the study of psychometrics; special heating and air conditioning applications; technical characteristics; blueprint and schematic reading; water treatments, heating, and cooling; practical applications of fans and blowers; vacuum pumps, applications, and repair; and preventive maintenance programs. While the bulk of these are learned on the job, specific instruction is also provided by the supervisor.

**Option E - Heat Plant Specialist:** Incumbents learn to test heating water samples to determine requirements for water treatment chemicals; learn to install, adjust, and calibrate heating-cooling thermostats; install pump seals and bearings; take voltage and current readings on electric motors using appropriate test instruments; and service, adjust, and calibrate heating and domestic water temperature controls. Incumbents also service, adjust, and maintain water distilling equipment; overhaul and adjust oil burners, fuel pumps, and ignition transformers and exercise judgment in making repairs. Incumbents also successfully complete such available job-related courses of study as required by the supervisor.

**Option F - Carpenter:** Incumbents continue to develop skills in the carpentry trade while accomplishing jobs with minimum supervision; work from plans and work orders; and perform jobs assigned by the supervisor. Incumbents become acquainted with the purchasing system established for small purchasing at the agency and keep accurate records of labor performed and material costs on work orders. The experience and training gained in the four years should adequately train the apprentice to satisfactorily pass the examination for journey level carpenter.

**Option G - Electrician:** Incumbents continue to develop skills in the electrical trade while accomplishing work assignments with minimum supervision. This phase of structured training and on-the-job work experience expands on earlier training in tools and material applications, electrical safety, and diagram reading. Emphasis is placed on advanced electrical principles required for special systems such as fire/burglar alarms, communication systems, energy-management systems, transformer connections, advanced meter applications, high voltage fundamentals, and unique wiring characteristics for special occupancies and equipment such as health care facilities and swimming pools.

**Option H – Locksmith:** Incumbents learn to maintain and repair locks, door closers, door and alarm sensors, and associated door hardware; inspect, clean, adjust, and lubricate parts and mechanisms; repair or replace worn or damaged devices and door hardware to maintain properly working locking systems. Incumbents

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### CLASS CONCEPTS (cont'd)

#### Craft Worker-in-Training IV (cont'd)

##### **Option H – Locksmith:** (cont'd)

become proficient in re-keying and pinning locks and developing and maintaining master systems and computer records pertaining to lock and security systems. Incumbents also learn to develop specifications for construction and remodeling jobs and order required materials that are in compliance with the Americans with Disabilities Act, building codes, and other requirements.

#### Craft Worker-in-Training III

**Option A - Painter:** Incumbents operate striping machines used by the agency; learn to clean and adjust the spray gun and become familiar with working pressures, how to make adjustments, and proper care and cleaning of equipment; understand plans and specifications; calculate square footage of surfaces and estimate materials for jobs; and use airless spray equipment. Incumbents learn operation of equipment as well as the methods of cleaning, field breakdown and repair, disassembly, and replacement of packing and seals. Incumbents also reassemble and adjust equipment for proper operation. Incumbents use color schedules as provided to mix paints which include applying knowledge of manufacturer's symbols to ensure correct amounts when mixing colors.

**Option B - Plumber:** Incumbents learn the principles and elements considered in system design including pipe sizing, water pressure, friction loss, code requirements for back flow preventors, vacuum breakers, specific gravity, siphons, and water hammer. Incumbents become familiar with the mechanics of gases, evaporation of liquids, and corrosion; become proficient in rigging; learn safety procedures and proper methods of handling supplies and equipment such as ropes, cable, and hoisting equipment; and learn to use lead for forming and fitting flashings, shower pans, burning, and soldering.

**Option C - Welder:** Incumbents perform welding and metal fabrication jobs using initiative and knowledge to solve problems whenever possible; understand the work order system and keep accurate records of time and materials. Incumbents may perform small jobs such as sign work and equipment repairs. Incumbents also grind, level, and fit corrections for welding, brazing, or soldering.

**Option D - HVACR Specialist:** Incumbents familiarize themselves with basic refrigeration and air conditioning systems; laboratory systems; commercial systems applications, installations, and servicing; heat loads and piping; absorption systems, principles, practical applications, and servicing; pneumatic and electronic control systems installation and servicing; special refrigeration devices and applications; and fundamentals of heat pumps.

**Option E - Heat Plant Specialist:** Incumbents learn to troubleshoot, clean, and adjust oil and gas burners; install and service furnace blowers, fans, and limit switches; and service boiler safety controls and feed water controls.

**Option F - Carpenter:** Incumbents perform jobs in the carpentry trade using initiative and knowledge to solve problems and organize jobs to which assigned. Incumbents perform small remodel jobs, service, and maintenance work orders independently and assist in fabricating cabinets and bookshelves. Incumbents become proficient in the safe and proper use of power tools used in shop work and learn about carpentry related items that may be assigned to the carpenter shop for repair or installation such as installation of reflected ceilings, floor finish, tilework, roof installation and repair, placing of concrete, setting screeds, forms, and finish work.

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## CLASS CONCEPTS (cont'd)

### Craft Worker-in-Training III (cont'd)

**Option G – Electrician:** Incumbents apply training in lighting and electrical motor fundamentals to work assignments. This stage of the electrician internship program emphasizes alternating currents (AC) and direct currents (DC) motor principles for single phase and polyphase motors. Training and on-the-job applications in motor circuits include wiring sizing, overload protection, motor connections, and overcurrent protection. Incumbents also acquire working knowledge of the general requirements for commercial wiring which provides the trainee with the ability to work with specifications and blueprints to determine the steps in a comprehensive electrical project.

**Option H – Locksmith:** Incumbents assist with installation of locksets including bored cylinder, electronic, magnetic, and push-button combination locks, panic exit devices, padlocks, cabinet, and desk locks, and continue training in pinning cylinders. Incumbents learn lockout procedures in order to assist faculty and staff with rooms, safes, vehicles, and equipment lockout.

### Craft Worker-in-Training II

**Option A - Painter:** Incumbents learn specifications and formulas for paint, codes, fire hazards, and safety requirements; and formulas used to estimate and calculate the amount of material required for a given job. Incumbents also learn to safely set up and use ladders and scaffolding; understand terms of the trade such as pot life, open or closed containers, water base, oil base, synthetic base, epoxy, airless spray, conventional pot pressure spray, the names of various brushes and rollers, motorized and swinging scaffolding, ladders, and planks, and other items relevant to the painting trade.

**Option B - Plumber:** Incumbents learn skills in understanding plans, such as plot plans, floor plans, isometrics, symbols, specifications, and diagrams; application of plumbing to both wood and concrete construction; interpretation of codes related to waste, sanitary sewers, gas, and water; calculating 22-1/2°, 45°, 60°, and 72° offsets; volume and area of pipes and containers; proper water treatment practices; water mains and services; installing cross connections, pumps, and lifts.

**Option C - Welder:** Incumbents become familiar with terms for the different metal shapes, capabilities, and adaptation; different ferrous and non-ferrous metals used in the trade; and learn the working and welding characteristics of each. Incumbents become familiar with sheet metal equipment and under supervision perform simple forming, shaping, joining, and installation of sheet metal work; and learn to recognize thickness and how to use a metal gauge when necessary. Incumbents also learn the limits of the machinery such as the shear and brake, exercise care in the use of equipment while observing safety precautions; carry out simple repair jobs or installations as assigned.

**Option D - HVACR Specialist:** Incumbents use skills learned in the first year to perform installation and repairs on agency systems and learn practical applications of the following craft areas: refrigeration and air conditioning; electricity; electric motors; electric controls and circuits; schematics; pneumatic controls; refrigerants; tools and materials for welding, soldering, and brazing.

**Option E - Heat Plant Specialist:** Incumbents learn to overhaul high temperature water generators, boilers, and domestic water tanks for insurance inspection; clean and service oil burners; maintain and service water pumps; service and blow down low pressure boiler controls; clean water sides and fire sides of low pressure water and steam boilers; service oil and gas fixed hot air furnaces and controls; service and repair hot water pumps, condensate return pumps, receivers, and steam traps; service and install power activated convector and radiator valves; learn the different types and uses of pipes and the techniques of pipefitting.

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## CLASS CONCEPTS (cont'd)

### Craft Worker-in-Training II (cont'd)

**Option F - Carpenter:** Incumbents become familiar with the lay terms used in construction work, framing walls, and joist placement; all areas of rough carpentry performed in light construction, remodeling, and the various types of lumber used in the trade. Incumbents learn to identify the different types of finished lumber and the grade and allowable uses of the different grades in construction. Incumbents also become familiar with the hardware used in rough carpentry including hardware used in framing, roofing, concrete placing, and the National Building Code as it pertains to structural strengths of different building materials in order to understand spacing and spans of wood materials used in framing of walls, joists, and rafters. Incumbents work with a journey level carpenter on door and window installation and repair and become familiar with the different types and styles of locksets and multiple keying systems; perform simple repair jobs and installations as assigned.

**Option G - Electrician:** Incumbents learn to read and understand blueprints and construction drawings, gain experience working with AC, and develop a working familiarity with the characteristics of induction, electrical instruments, meters, fuses, and circuit breakers. Emphasis is placed on underground ducting, the installation of wire ways and surface raceways, general wiring requirements, and the identification, application, and installation of wires, cords, and cables.

**Option H - Locksmith:** Incumbents learn to access computer records pertaining to the master key system; process key request forms and related documentation. Incumbents learn the fundamentals of pinning lock cylinders and to read and understand blueprints and floor plan information related to hardware installations and re-keying.

### Craft Worker-in-Training I

**Option A - Painter:** Incumbents develop skills in the following procedures and methods of paint application and related work: care and protection of areas where work is being done; proper use of drop cloths and other protective coverings; maintaining a clean work site and proper cleanup at job completion; surface preparation and paint application with regular tools of the trade such as roller and brush; care and maintenance of tools and equipment; care and storage of paint materials; nomenclature of paint including oil base, synthetic base, lacquers, varnish, and stains; basic composition of these paints and the commonly used thinner for each. Incumbents also assist in performing sheet rock finishing, taping, filling, sanding, patching, and plastering of masonry surfaces.

**Option B - Plumber:** Incumbents learn basic plumbing procedures such as: safe work practices; nomenclature of pipe and fittings, such as cast iron pipe (hub type and no hub), screw pipe, copper pipe, and plastic pipe; measuring pipe (allowances); hand tools including wrenches, cutting tools, reamers, stock and dies, caulking tools, soldering equipment, and power tools; job projects including storm drains, soil pipe waste and vent, traps, gas and water fixture rough in, sprinkler systems, fixture and valve installation and repairs, pipe supports, bracket supports, bracket inserts, and hangers.

**Option C - Welder:** Incumbents learn mathematics involved in layout and design of fabrication from plans or sketches; develop skills in the handling and care of the tools and equipment of the trade; learn safety regulations and develop safe working habits; become familiar with and learn to properly use all hand tools of the trade and with proper instruction begin operating power tools such as bank saws, grinders, drill press, cut off saw, and metal shear; learn basic fundamentals and use of the welding equipment, oxygen acetylene torch and the electric arc welder, and low heat torches used for soldering.

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**CLASS CONCEPTS (cont'd)**

**Craft Worker-in-Training I** (cont'd)

**Option D - HVACR Specialist:** Incumbents learn various facility installations and operation of thermostats, start-stop pumps, motors, fans, and blowers; become familiar with typical problems and participate in the repair and installation of systems; learn fundamentals of refrigeration, air conditioning, heating, electricity, electric motors, controls and circuits, schematic reading, pneumatic controls, refrigerants, tools and materials, welding, soldering and brazing, and safety.

**Option E - Heat Plant Specialist:** Incumbents learn to operate high temperature water generators, combustion controls, generator pumps, system pumps, and pump controls; keep hourly logs of central heat plant operating conditions as defined in the daily operating log; learn the principles of fluid flow, fuel-air ratio, and heat transfer; temperature-pressure relationships in hot water and steam heating systems; learn the operation of the computerized building management equipment located in the central heat plant control room; maintain clean, safe conditions in work areas.

**Option F - Carpenter:** Incumbents learn mathematics involved in layout and design of work by working from simple plans for construction. Incumbents develop skills in the handling, care, and operation of tools of the trade such as power saws, drill press, band saws, rip saws, cut off saws, power drills, and power actuated stud guns; learn safety regulations and develop safe working habits. Incumbents also assist in roof patching, cement finishing and perform labor such as rough grading, finish grading, placing concrete, and cleanup.

**Option G - Electrician:** Incumbents learn electrical theory and perform electrician work by successfully completing training on the National Electrical Code, general electrical safety, tools of the trade, electrical theory, and trade mathematics. Coursework and on-the-job training address a number of basic electrical relationships concerning DC series and parallel circuits. Training and work experience provide a working familiarity with conduits, outlet and service boxes, connectors, conduit bending, insulation, and pulling wire.

**Option H - Locksmith:** Incumbents learn the process involved in identifying and making keys utilizing hard and soft copy records and codebooks. Incumbents develop skill in the safe and proper use of key and stamping machines and hand tools and enter information in computer records.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENT:**

- \* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.

**INFORMATIONAL NOTE:**

- \* The Craft Worker-In-Training Program requires that incumbents receive specialized training within set time frames. Progression to the next level in the series may only occur upon completion of training and with the recommendation of the appointing authority. Failure to complete the training within the specified time frame will result in termination from the program unless there are extenuating circumstances which will be reviewed by the appointing authority.

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### MINIMUM QUALIFICATIONS (cont'd)

#### CRAFT WORKER-IN-TRAINING IV

##### ALL OPTIONS

EDUCATION AND EXPERIENCE: Completion of one year of service as a Craft Worker-in-Training III and successful completion of the prescribed instructional assignments; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** applicable code and safety requirements; types, characteristics, and uses of materials used in the trade. **General knowledge of:** State and agency purchasing regulations and procedures. **Ability to:** perform non-complex repair and maintenance work; work independently and follow through on assignments with minimal direction; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Working knowledge of:** standard practices, methods, materials, tools, and equipment used in the trade. **General knowledge of:** agency policies and procedures pertinent to work unit operations. **Skill in:** diagnosing and correcting defects; performing a variety of skilled work processes in the trade. **Ability to:** estimate the materials and time required to complete projects.

#### CRAFT WORKER-IN-TRAINING III

##### ALL OPTIONS

EDUCATION AND EXPERIENCE: Completion of one year of service as a Craft Worker-in-Training II and successful completion of the prescribed instructional assignments; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** terminology used in the trade; safe working procedures; proper use, storage, and disposal of hazardous materials. **General knowledge of:** applicable code and safety requirements; types, characteristics, and uses of materials used in the trade. **Skill in:** performing basic maintenance and repair work in the assigned trade; operating and maintaining tools and equipment used in the trade. **Ability to:** read and interpret blueprints, plans, specifications and schematics relevant to the trade; perform mathematical calculations pertinent to the trade; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Craft Worker-in-Training IV.)*

#### CRAFT WORKER-IN-TRAINING II

##### ALL OPTIONS

EDUCATION AND EXPERIENCE: Completion of one year of service as a Craft Worker-in-Training I and successful completion of the prescribed instructional assignments; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement and Informational Note)*

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### MINIMUM QUALIFICATIONS (cont'd)

#### CRAFT WORKER-IN-TRAINING II (cont'd)

##### ALL OPTIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**General knowledge of:** basic principles of the assigned trade; systems, components, and methods relevant to the trade; terminology used in the trade; safe working procedures and the proper use, storage, and disposal of hazardous materials. **Ability to:** establish and maintain cooperative working relationships with co-workers and agency staff; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Craft Worker-in-Training III.)*

#### CRAFT WORKER-IN-TRAINING I

##### ALL OPTIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and completion of a three-credit postsecondary course in a vocational or mechanical field related to the trade; **OR** graduation from high school or equivalent education and one year of semi-skilled experience in the general mechanical or construction fields that demonstrate an ability and dexterity to operate tools and equipment; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Ability to:** learn the principles and techniques of the trade; learn proper use and care of hand tools and mechanical equipment utilized in the trade; follow oral and written directions; maintain records and reports; prepare written repair orders; document the condition of buildings and equipment; requisition supplies; read and understand repair orders, service manuals, and operating system manuals; communicate effectively with co-workers; safely lift materials and equipment used in the trade; work on ladders and scaffolding and in confined building access areas if required by the trade.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Craft Worker-in-Training II.)*

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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REVISED:				5/12/80-3
REVISED:	6/19/80-3	6/19/80-3	6/19/80-3	6/19/80-3
REVISED:	10/25/85-3	10/25/85-3	10/25/85-3	10/25/85-3
REVISED:	12/19/85-12	12/19/85-12	12/19/85-12	12/19/85-12
REVISED:	11/13/87-3	11/13/87-3	11/13/87-3	11/13/87-3
REVISED:	7/1/91P	7/1/91P	7/1/91P	7/1/91P
	11/29/90PC	11/29/90PC	11/29/90PC	11/29/90PC



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REVISED:	6/25/04PC	6/25/04PC	6/25/04PC	6/25/04PC
REVISED:	9/23/05PC	9/23/05PC	9/23/05PC	9/23/05PC
REVISED:	2/10/06PC	2/10/06PC	2/10/06PC	2/10/06PC
REVISED:	06/25/21PC	06/25/21PC	06/25/21PC	06/25/21PC