



**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>
<b>STUDENT WORKER – TRADES</b>	<b>10</b>	<b>H</b>	<b>9.477</b>

Under immediate supervision, incumbents in this class perform manual and unskilled work which requires basic skills and can be learned in a short time. Duties may include, but are not limited to:

Maintenance: perform basic grounds maintenance duties such as landscaping and irrigation repair; minor building and highway maintenance and repair; clean shop areas by sweeping, mopping, and picking up debris; assist mechanics by cleaning parts and vehicles; assist stockroom personnel by organizing stock.

Construction: perform basic field office documentation, collection, quality control, inspection, and surveying.

Communication: perform basic radio repair and programming, limited equipment testing, and shop organization.

Equipment: perform basic light vehicle preventative maintenance, repair, and cleaning; organize shop tools, equipment, and supplies.

Assist staff by performing general labor and tasks as assigned.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENT:**

- \* This class is used to employ students or high school graduates, but employment may not extend beyond six months from date of graduation. The student may be required to provide proof of enrollment in an educational program or of high school graduation.

**INFORMATIONAL NOTES:**

- \* When employing students, appointing authorities must comply with NRS 609 and the child labor provisions of the Fair Labor Standards Act.
- \* Employment in this class will not lead to permanent status in State service.
- \* The position allocation to Maintenance, Construction, Communication and/or Equipment will be identified at the time of recruitment

**EDUCATION AND EXPERIENCE:** Current enrollment in, or recent graduation from, an educational program leading to a high school diploma. *(See Special Requirement and Informational Notes)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):  
**General knowledge of:** basic English and math. **Ability to:** read, write, and understand simple written materials; follow verbal and written instructions; interact and work cooperatively with others using common courtesy; learn the practices and procedures of the employing agency; perform moderate physical labor for extended periods of time; use common hand and power tools.

**MINIMUM QUALIFICATIONS** (cont'd)

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

**General knowledge of:** methods, equipment and materials associated with the assigned area(s) of responsibility in the employing agency. **Ability to:** perform a wide variety of tasks associated with the assigned area(s) of responsibility; prepare simple records and reports; enter and retire data using computers.

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.

9.477

ESTABLISHED: 7/1/21R  
8/20/21UC