

**METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA  
CLASSIFICATION DESCRIPTION**

<b>Classification Title</b>	<u>PRE-APPRENTICE</u>
<b>Bargaining Unit:</b>	<u>02-General Employee Unit</u>
<b>Class Code:</b> <u>S01</u> <b>Grade:</b> <u>17</u> <b>EEOC Category:</b> <u>8</u> <b>Overtime Exempt:</b> <u>N</u>	
<b>Physical Class:</b> <u>4</u>	
<b>Groups:</b>	<u>WATER SYSTEM OPERATIONS</u>
<b>Reports to:</b>	<u></u>

**JOB SUMMARY**

Positions allocated to this class are pre-entry-level requiring no experience. They will be responsible for performing general maintenance and general labor duties relating to the operational and maintenance functions of Metropolitan's pumping plants, filtration plants, and distribution system.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Assists in performing operations and maintenance tasks associated with the Metropolitan's pump plants, filtration plants, and distribution system; learns and uses basic tools and techniques as required performing operations and maintenance tasks at various facilities.
2. Operates a motor vehicle, pickup truck, forklift, or other light equipment as required.
3. Participates and receives various job related training.
4. Performs other related duties and responsibilities as assigned.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Graduation from high school or attainment of a satisfactory score on a G.E.D test.

**LICENSES/CERTIFICATION REQUIRED**

Possession of, or ability to obtain, a valid Class 'C' or higher driver's license is required.

## **Metropolitan Water District of Southern California Pre-Apprentice**

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Knowledge in mathematics and basic science fundamentals

Skill and ability to:

- Perform mathematical functions including algebra
- Perform tasks that require good hand-eye coordination, manual dexterity, and balance
- Make satisfactory progress in the prescribed academic and practical exercises related to an apprenticeship program
- Understand and follow oral and written instructions
- Effectively communicate clearly and concisely, both orally and in writing through simple or routine correspondence and reports
- Understand and comply with Metropolitan's policies and standards for workplace health and safety
- Work in a team environment

### **PHYSICAL DEMANDS/WORKING CONDITIONS**

**The physical demands and working conditions characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this job, the employee is occasionally required to sit, use dexterity (includes keyboard), climb, balance, stoop, kneel, crouch, crawl, bend and twist. The employee is frequently required to walk, reach above shoulders, push and pull. The employee must frequently lift and/or move heavy loads over 25 pounds. The employee is occasionally exposed to wet and/or humid conditions, work near moving mechanical parts, in high, precarious places, tunnels, extreme cold (weather/non-weather), extreme heat. The employee frequently works near moving mechanical parts and works outdoors.