

MSOT specs
SPEC: MAINTENANCE AND SERVICE OCCUPATIONAL TRAINEE
CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: DD60
Class Code: 9992
Established: 11/21/68
Revised: 6/22/78
Title Changed: --

MAINTENANCE AND SERVICE OCCUPATIONAL TRAINEE

DEFINITION

Under close supervision, in a trainee capacity, to receive on-the-job instruction and perform unskilled or semi-skilled work in a maintenance or service occupation; and to do other related work.

JOB CHARACTERISTICS

Maintenance and Service Occupational Trainee is a nontesting temporary appointment class. It is designed to provide persons an opportunity to develop skills which will facilitate their permanent entry into State service. Employment in positions in the class may be for a period not exceeding nine months. Typically, entry-level classes in the maintenance and service occupations require successful completion of a formal training program. The Maintenance and Service Occupational Trainee class provides an alternative means by which a person may gain qualifying on-the-job training and work experience in lieu of formal training. Some of the occupational areas in which Maintenance and Service Occupational Trainees are used include park and highway maintenance; game management or conservation; warehouse and stores; food, laundry, grounds, housekeeping and janitorial services.

TYPICAL TASKS

Participates in on-the-job and/or formal training programs; helps keep work areas and equipment clean, orderly and in good repair; performs unskilled or semiskilled tasks such as sorting, checking, counting, moving, arranging, collecting or packaging of job-related materials; learns the proper use and care of work aids; works with others and assists in carrying out the services and programs of the occupational area to which assigned.

MINIMUM QUALIFICATIONS

Demonstrated ability to learn and safely perform unskilled or semiskilled work in a maintenance or service occupation and to read basic English at a level necessary for successful participation in on-the-job training and work assignments.

KNOWLEDGE AND ABILITIES

willingness and ability to: Learn from on-the-job instruction and to perform unskilled and semiskilled work; follow oral, gestural

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and/or written instructions; work courteously and cooperatively with others; acquire acceptable work habits; and meet production standards.

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