

---

---

# **Appendix A**

**WORK PROCESS SCHEDULE**

**AND**

**RELATED INSTRUCTION OUTLINE**

---

---



## Appendix A

**WORK PROCESS SCHEDULE**  
**OCCUPATION TITLE: BUILDING MAINTENANCE REPAIRER**  
**O\*NET-SOC CODE: 49-9071.00 RAPIDS CODE: 0310HY**

This schedule is attached to and a part of these Standards for the above identified occupation.

### **1. APPRENTICESHIP APPROACH**

Time-based                       Competency-based                       Hybrid

### **2. TERM OF APPRENTICESHIP**

The term of the apprenticeship is 2 year with an OJL attainment of 3901-4422 hours, supplemented by the minimum required 358 hours of related instruction.

### **3. RATIO OF APPRENTICES TO JOURNEYWORKERS**

The apprentice to journeyworker ratio is: 1 Apprentice to 1 Journeyworker.

### **4. APPRENTICE WAGE SCHEDULE**

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: **\$19.00**.

#### **2 - Year Term:**

1 <sup>st</sup>	161-167 hours = <b><u>\$10.00</u></b>
2 <sup>nd</sup>	440-501 hours = <b><u>\$12.00</u></b>
3 <sup>rd</sup>	825-938 hours = <b><u>\$15.00</u></b>
4 <sup>th</sup>	825-938 hours = <b><u>\$15.50</u></b>
5 <sup>th</sup>	825-939 hours = <b><u>\$16.50</u></b>
6 <sup>th</sup>	825-939 hours = <b><u>\$17.50</u></b>

**End 19.00**

### **5. PROBATIONARY PERIOD**

Every applicant selected for apprenticeship will serve a probationary period of 167 Hours.

### **6. SELECTION PROCEDURES**

**Job Posting:** The job opportunity is posted. This might include, but not limited to, online job boards, workforce development agencies and local educational institutions.



---

**Candidate Selection:** Review the applications of all that have applied for the open position. Invite for interview the candidates meeting the minimum requirements for the position.

**Offer Of Employment:** Select candidate, make an offer of employment.



---

**WORK PROCESS SCHEDULE**  
**OCCUPATION TITLE: BUILDING MAINTENANCE REPAIRER**  
**O\*NET-SOC CODE: 49-9071.00 RAPIDS CODE: 0310HY**

Work Process

APPROXIMATE HOURS MIN - MAX

This instruction and experience shall include the following operations, but not necessarily in the listed sequence. Time spent on specific operations need not be continuous.

1. Orientation to the Trade	151 - 300
a. Introduction to Training Program	
b. Terminology	
c. Maintenance Procedures	
d. Safety Training	
e. Asbestos Abatement	
f. Lead Based Paint Abatement	
g. Fire Prevention	
h. Application of Building Codes	
i. Energy Conservation	
2. Care and Use of Tools and Equipment	300 - 400
a. Hand Tools	
b. Power Tools	
c. Electrical Testing Equipment	
d. Refrigeration Testing Equipment	
3. Test, Inspect and Repair of Electrical Equipment	750 - 800
a. Trouble Shooting	
b. Unit Replacement	
c. Component Repair	
4. Preventive Maintenance	700 - 750
a. Maintain Permanent Records of Each Unit	
b. Maintain Warranty Records	
c. Equipment Inventory	
d. Spare Parts	
e. Requisition for New and Replacement Parts	
5. Repairs and Maintenance	2000 - 2172
a. Plumbing, Drains & Sewer Lines	
b. Appliances	
c. Pumps	
d. Motors	
e. Heating & Cooling Systems	
f. Interior Maintenance	
g. Exterior Maintenance	
h. Ground Upkeep and Repair	
i. Playground and Pool Maintenance	
j. Windows, Screens and Doors	
<b><u>TOTAL MINIMUM HOURS</u></b>	<b>3901 - 4422</b>



**RELATED INSTRUCTION OUTLINE**  
**OCCUPATION TITLE: BUILDING MAINTENANCE REPAIRER**  
**O\*NET-SOC CODE: 49-9071.00 RAPIDS CODE: 0310HY**

Related instruction - This instruction shall include, but not be limited to:

CLASS CONDUCTED	HOURS
Safety	14
job site safety	
OSHA Regulations	
Local and National Codes	
Tools & Equipment	34
anchors	
portable power tools	
hand tools	
stationary tools	
blueprint and building codes	
caulking and foam guns	
specialized weatherized equipment	
Pest Prevention	18
techniques	
chemicals and materials	
HVAC	52
tools and equipment	
weatherization installation - duct work	
Trash Compactors	18
general maintenance procedures	
hydraulic devices	
interlock safety device	
Electrical Wiring	32
interpreting plans	
materials and supplies	
maintenance and supplies	
practical theory	
Elevators	18
general maintenance	



---

operation inspection	
Painting	22
surface	
temporatrany platforms	
material and supplies	
maintenance	
Appliance Repair and Replacement	26
appliance troubleshooting and diagnostice	
appliance parts	
general maintenance	
Carpentry	32
wood and lumber	
engineered products, panel	
sheet goods	
framing components	
interior carpentry maintenance	
insspectiib and repair of exterior	
weatherization	
Groundkeeping	20
general maintenance procedures	
basic small engine repair	
Weatherization	30
house as a system concept	
weatherization measures	
insulation	
repair and replacement	
<b><u>TOTAL HOURS</u></b>	<b><u>358</u></b>