

## STUDENT WORKER - COE/ICE - PART-TIME

### JOB DESCRIPTION

**Classification Responsibilities:** A Student Worker - COE/ICE Part-Time (Cooperative Office Education)/(Industrial Cooperative Education), working under close supervision performs a variety of routine entry-level work of limited complexity, which follows well established procedures. COE duties involve clerical tasks which can be readily learned by training on-the-job; and which require limited judgment in their execution. Duties may include: reproducing material on copy equipment; sorting and filing material alphabetically, numerically and/or by other predetermined categories, and retrieving filed material; collating materials; simple data-entry; keying correspondence and occasional receptionist work.

ICE duties involve tasks related to trade, technical and industrial occupations, which can be readily learned by training on-the-job; and which require limited judgment in their execution. Duties may include work related to: automotive repair and maintenance, electronics, electrical, plumbing, carpentry, welding, assembly, manufacturing, drafting, Computer Aided Design (CAD), and facility maintenance and repair. This class performs related duties as required.

**Distinguishing Features:** COE and ICE are high school cooperative education programs set up through East Valley Public School Districts to give high school students practical working experience. Both programs are restricted to students who have completed the eleventh grade. Students need to apply and be accepted for these programs through their high schools. A minimum of 15 hours per week on-the-job training offers students the opportunity to earn high school credit while developing career skills and earned wages. This class is FLSA nonexempt.

### QUALIFICATIONS

**Minimum Qualification(s) Required.** Acceptance into the COE and ICE program through an East Valley Public School District and the abilities to perform the duties.

**Special Requirement(s).** None.

**Substance Abuse Testing.** None. *(Due to the safety and/or security sensitive nature of the assignment, individuals in this classification assigned to the Police Department shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures).*

**Preferred/Desirable Qualification(s).** None.

### ESSENTIAL FUNCTIONS

**Communication:** (Depending on assignment) communicates with the general public and other City employees in order to receive instructions and provide information.

**Manual/Physical:**

**COE Assignment:** Operates and develops some skill in the operation of common office equipment incidental to clerical assignments. Reproduces documents and other material on copy equipment. Enters data or information into a personal computer in order to maintain and update records. Prepares file folders and file cards for records system, and maintains filing systems. Collates materials. Sorts, files and distributes mail. Runs errands. Prepares materials for distribution and mailing.

**ICE Assignment:** Detects traffic sounds when working near moving traffic and backup warning devices when working around moving equipment. Uses common hand tools related to area of assignment. Cleans work area and/or equipment. Operates power-driven equipment such as: drill presses, welders, plasma cutter, high-pressure hot water washers, paint rigs, grinders, sanders, etc. Operates a mig and arc welder or oxyacetylene torch in making repairs. Repairs and reshapes bent containers, replaces broken parts, and paints containers. Repairs and reshapes bent containers, replaces broken parts, and paints containers. Repairs minor property damage caused by City vehicles. Assists in stocking and maintaining an inventory of materials and supplies. Moves dirt and debris, heavy lids (50 lbs.) and dumpsters. Works with and mixes paint.

**Mental:** Sorts and files material alphabetically, numerically, and/or by other predetermined categories and retrieves filed materials. Learns job-related material and tasks through on-the-job training to adhere to prescribed routines.

**Abilities:**

Ability to:

understand and follow verbal and written instructions;  
develop some skill in the operation of common equipment incidental to assignments; and  
maintain and establish effective working relationships with other employees and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 08/15

TO/vl

CS2501.DOCX

EEO-A/S

NDOT Safety-No

NDOT Random-No

DOT Safety-No

RESP-No

JOB FCTN-OFF

INCREMENTS 62-200

PAY GRADE: 27

Security-Yes (PD assignment only)

CDL-No

IND-8810

SWORN-No