

Summary of Duties: Works as an apprentice assisting journey level machinists in the maintenance, repair, and installation of complex mechanical machinery and equipment; receives on-the-job and classroom training in the proper use of precision hand and machine tools; and does related work.

Distinguishing Features: An employee of this class works as a trainee under close supervision assisting journey-level machinists in a State approved apprenticeship program. The Apprentice Machinist receives both on-the-job and classroom training in order to acquire proficiency in all phases of machinist work. Employment is limited to four years after which the apprentice is expected to promote to Machinist.

Examples of Duties: Assists Machinists in the cleaning, maintenance, dismantling, overhaul, repair, fabrication, rebuilding, reassembly, and installation of mechanical machinery and equipment usually repaired by machinists; assists in laying out jobs from blueprints and sketches; assists in the set up and operation of various precision power machines such as lathes, computer numerically controlled (CNC) and milling machines, drill presses, and grinders used to cut, turn, shape, mill, bore, drill, tap, thread, groove, broach, slot and work various machine parts and equipment;

Assists in examining dismantled mechanical equipment; assists in designing and, using machine tools, fabricating tools, jigs, dies, and other mechanical equipment needed for use in accomplishing the job being performed; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A working knowledge of basic mathematics; a general knowledge of the standard practices, processes, terminology, tools and equipment of the machinist trade; a general knowledge of the principles and practices of machine shop safety; the ability to skillfully use precision machine shop equipment and hand tools; and the ability to understand and follow written and oral instructions.

One year of full-time paid experience as a Mechanical Helper; or six months full-time paid experience as a Mechanical Helper and successful completion of a course in machine tool training at a community college or trade school level is required for Apprentice Machinist.

License: A valid California driver's license and a good driving record is required.

Physical Requirements: Strength to perform average lifting of up to 35 pounds and occasionally over 70 pounds; arm, hand, and finger dexterity with bot h

hands as required to manipulate machine tools and controls and to handle equipment components; back and leg coordination involved in activities such as bending and stooping; good hearing ability; and good eyesight, including good depth perception.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.