

Summary of Duties: Works as an apprentice in a specific metal trade; receives on-the-job training assisting a journey-level Sheet Metal Worker, Structural Steel Shop Worker, Blacksmith, Welder, or Auto Body Builder and Repairer; attends approved classroom training during off duty hours; and does related work.

Distinguishing Features: The primary purpose of this class is to train individuals in one of the metal trades, after which the employee is expected to promote to the journey-level.

The apprenticeship program consists of closely supervised on-the-job training assisting a journey-level metal trade employee in performing work ranging from manual, repetitive tasks to major repairs, and classroom instruction in an approved school, which an employee of this class is expected to attend during off duty hours.

Employment is limited to 3 years for an Apprentice Blacksmith, Apprentice Welder, and Apprentice Auto Body Builder and Repairer; and 4 years for an Apprentice Sheet Metal Worker and Apprentice Structural Steel Shop Worker.

Examples of Duties: Assists journey-level sheet metal workers in laying out, fabricating, cutting, shaping, assembling, installing and repairing items constructed from sheet metal such as tool and equipment boxes, cabinets, shelving, lockers, instrument cases, drawers, compartments, ducts, conveyor pipes and fittings, and metal guards; learns the proper methods of operation and assists in using hand and power operated brakes, punches, rolls, nibblers, grinders, spot welders and other miscellaneous tools;

Assists one or more journey-level structural steel shop workers in fabricating, repairing, and installing various types of structural steel equipment such as pole platforms and scaffolds, vehicle body frames, trailers and dollies, ladders, davit cranes and booms, elevators, rolling doors, and turbines; learns the proper methods of operation and assists in using hand and power tools for cutting, drilling, grinding, chipping and riveting; assists in erecting, rigging and splicing wire, cables and slings;

Assists a journey-level blacksmith in the forging and fabrication of metal parts and tools by heating, forming, bending, cutting, and welding metal stock; learns the proper methods of operation and assists in using hand and power hammers, forming dies, punching and shearing machines, drilling presses, and welding equipment;

Assists one or more journey-level welders in welding, brazing, cutting and bending various ferrous, nonferrous, and other metals, alloys, and materials in the shop and field; learns the proper methods of operation and assists in using an electric arc, acetylene torch, inert gas shielded arc and other welding, brazing and cutting equipment and

processes; assists in laying out work from blueprints, sketches, oral instructions and job requirements;

Assists one or more journey-level auto body builder and repairers in constructing, repairing and reconditioning transportation and construction vehicle bodies and body parts; learns the proper methods of operation and assists in using various types of metal working machinery, hand and power tools, specialized body working tools, and arc and gas welding equipment to form, shape and fabricate metal body parts; installs component parts such as windows, mirrors, mud flaps, and door locks and handles; assists in some touch-up painting;

Receives classroom instruction in an approved school during off-duty hours; sets up shop machines and equipment; loads materials and supplies; cleans and sweeps shops; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A working knowledge of the use, function and identification of the tools and equipment commonly found in the structural steel, sheet metal, blacksmith, auto body building and repair, and welding metal trades; a working knowledge of basic mathematics; a general knowledge of shop safety principles and practices; the ability to use hand tools skillfully; and the ability to understand written job instructions, technical manuals, and equipment specifications.

One year of full-time paid experience as a helper in the metal or mechanical trades; or one year of training in a metal trade at the high school or trade school level is required for Apprentice-Metal Trades.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting of up to 70 pounds and occasionally over 100 pounds; arm, hand and finger dexterity with both hands involved in activities such as reaching, handling and feeling; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determinations 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 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 the duties and responsibilities of any position

shall be.