

DUTIES DESCRIPTION RECORD

DEPARTMENT
TITLE

APPRENTICE MACHINIST

DDR 93-83704

CLASS
CODE

3764

CLASS
TITLE

APPRENTICE MACHINIST

Summary Duties

Works as a trainee under close supervision, assisting machinists doing machinist work in connection with the repair, rebuilding, dismantling, fabrication, and installation of machinery and equipment; performs semiskilled and skilled machinist work independently including operating machine tools, making set-ups and doing manual tasks as necessary; receives on-the-job instruction and approved classroom instruction in the machinist trade over a period of four years in order to acquire proficiency in all phases of the machinist trade while assisting journeyman and working independently performing machinist work; learns the machinist trade sufficiently well to pass the civil service examination for that class; and performs related duties.

Illustrative Duties

Works as a trainee with and assists machinists and works independently in the maintenance, overhaul, repair, rebuilding, dismantling, cleaning, fabrication and reassembling of equipment usually repaired by machinists; works independently and assists and works with machinists engaged in miscellaneous work such as laying out jobs from blueprints and sketches, setting up and operating the various machines used in the fabrication of parts, such as lathes, shapers, milling machines, drill presses, grinders, boring mills, and other machine tools used by the trade.

Works with a crew of machinists and machinist helpers engaged in the examining, dismantling, overhauling, reassembling, and installing mechanical equipment; performs semiskilled and skilled machinist's work independently such as laying out, drilling, threading, grinding, chipping, machining, and dismantling and assembling of machines and equipment being overhauled and repaired.

As a trainee, performs work ranging from the carrying, lifting, and holding stage to actual fabrication of machine parts, covering all phases of the machinist trade, such as designing and fabricating tools, jigs, and mechanical equipment for accomplishing the work and dismantling, assembling, and installing machinery and equipment which has been constructed, overhauled; and repaired; learns procedures and techniques of metal spraying; and receives on-the-job instruction and classroom instruction in an approved school over a period of four years to acquire proficiency in all phases of machinist work and be able to pass a civil service examination for that class.