

**(Proposed Specification)**

**MAINTENANCE APPRENTICE (MECHANICAL)**

**DEFINITION**

Under immediate supervision, is responsible for learning to install, repair, and maintain industrial mechanical equipment; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Learns how to install functional and structural parts in machinery and mechanical devices;

Learns how to use hoists, cranes, hand tools, and power tools to dismantle, remove, and replace defective parts;

Learns how to inspect, make adjustments, and perform preventative maintenance on a variety of mechanical equipment, including industrial pumps, motors, and valves;

Learns how to perform inspections on used parts using a variety of measurement instruments;

Accesses plant equipment or plant facilities via ladders, stairs, motorized lifts, tunnels, confined space entry, manholes, or other access methods;

Learns and follows safety precautions; sets up and checks safety devices; supports safety awareness;

Utilizes computer software to complete work orders and other job related documentation;

Learns how to access and utilize the supervisory control and data acquisition (SCADA) system;

Cleans work area after completion of job;

Lubricates and cleans parts and equipment;

Cuts, welds, bends, and /or straightens metal parts as needed;

Drives motor vehicle to and from job site and other work-related locations;

May operate various light and heavy-duty equipment;

May handle pressurized water to perform wash-outs of plant facilities;

May work with or around hazardous chemicals and noxious odors requiring personal protective equipment, such as full-face respirators or particle masks;

**GUIDELINES FOR CLASS USE**

This is a learning classification. This classification exists to enable incumbents to gain hands-on experience and prepare incumbents to advance into the Plant Maintenance Mechanic classification, which would require successfully passing the associated City of Columbus Civil Service exam. This classification is not intended for long-term assignment. Individuals appointed to this classification serve for a limited period of time not to exceed four (4) years.

**MINIMUM QUALIFICATIONS**

Completion of the twelfth school grade and successful completion of the classroom portion of a vocational training program in industrial maintenance, building maintenance, HVAC, welding technology, industrial machining, manufacturing technologies, or a closely related program. Substitution(s): Six (6) months of experience in mechanics can substitute for the vocational portion of the educational requirement. A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth school grade completion.

Possession of a valid motor vehicle operator's license.

**SPECIAL NOTE**

Vocational programs as part of a high school curriculum may qualify. This classification may be used for externship opportunities.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Some knowledge of the techniques, tools, and materials used in preventative and corrective maintenance, installation, and removal of industrial mechanical equipment; ability to calculate volumes, fractions, and decimals; ability to operate a computer and related software; ability to read technical manuals, safety manuals, and instructions; ability to communicate with others; ability to work in confined spaces or other areas utilizing personal protective equipment; ability to wear full-face respirators; ability to identify and utilize basic hand tools; ability to ascend and descend stairs and ladders; ability to maintain balance on ladders, equipment, or uneven ground; ability to push, pull, carry, or lift up to forty (40) pounds without assistance for short distances; ability to maneuver objects greater than forty (40) pounds with assistance; ability to move and position oneself to access plant equipment/components, which may include reaching, bending, stooping, and kneeling.

Probationary Period: 365 Days  
Examination: Noncompetitive  
  
Job Family/Group: Labor and Maintenance/Plant Maintenance  
EEO/DOJ Job Category: Skilled Craft  
  
Class established:  
Current spec:  
Commission action taken: **Create**  
Last reviewed:

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan: *PENDING CREATION/LEGISLATION*  
Salary: *PENDING CREATION/LEGISLATION*  
FLSA: *PENDING CREATION/LEGISLATION*

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Appointing Authority

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Date