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# **Appendix A**

**HEAVY MEDIUM DUTY MECHANIC HELPER**

## **WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE**

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## Appendix A

### WORK PROCESS SCHEDULE HEAVY MEDIUM DUTY MECHANIC HELPER

**O\*NET-SOC CODE:** 49-3031.00    **RAPIDS CODE:** 0124CB

This schedule is attached to and a part of these Standards for the above identified occupation.

#### 1. APPRENTICESHIP APPROACH

☐ Time-based                      ☒ Competency-based                      ☐ Hybrid

#### 2. TERM OF APPRENTICESHIP

The term of **Heavy Medium Duty Mechanic Helper** is **Competency Based** supplemented by the minimum required **144** hours of related training instruction per year.

#### 3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: **1** Apprentice(s) to **1** Journeyworker(s).

#### 4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: **\$23.41**/per hour.

Period	Wage (Hourly)	Description
1	16.00	6 months + hours
2	16.50	6 months + hours
3	17.00	6 months + hours
4	17.50	6 months + hours

#### 5. PROBATIONARY PERIOD

Applicants selected for apprenticeship will serve a probationary period of **1000** Hours.



## 6. SELECTION PROCEDURES

Applicants will be selected by individual participating employer sponsors using selection method #4, as outlined in the California Code of Regulations, Title 8, Chapter 2, Part 1, Section 215, Chapter 6, from a pool of eligible created during the established recruiting process in accordance with the State and Federal Equal Opportunity regulations.

1. Minimum age of all applicants shall be 16 years. There is no maximum age;
2. Educational prerequisite for entry: High school diploma or GED/equivalent;
3. Physical prerequisites: Applicant must have the ability to safely perform the work of the trade/occupation. Physical examination required for entry is at no cost to the applicant and the physical exam will be defined by the individual employersponsor.
4. Written Test: Administered by Faculty and/or Program Coordinator
5. Oral Interview: None Required
6. All applicants will be notified in writing of Acceptance or Rejection.
7. If rejected, reasons for rejections will be stated.
8. A pool of applicants will be established and maintained for two years as follows:
  - a. Interested applicants will have an opportunity to attend a publicorientation and enroll in the program's employment preparation course. Completers of the course will be guided through the development of a resume and job application, which will be published to participating employer partners.
9. And applicants will be employed as follows:
  - a. Applicants will follow directives of individual employer partners through job application, interview and pre-screening.
  - b. Applicant's prior work experience and training will be evaluated by the committee at the time of registration, and appropriate credit will be given toward a higher apprenticeship and/or wage bracket. Apprentice applicant must verify, in writing, all past experience/education for consideration of credit.
  - c. Each participating employer sponsor, upon determination of the need to employ and train an apprentice, will register an apprentice after upholding a fair and consistent sourcing, recruiting, and evaluation process;
  - d. Participating employer sponsors will report recruitment and selection data annually to the Program Name Apprenticeship Training Program coordinator/director;
  - e. Minimum age of all applicants shall be 16 years. There is no maximum age;
  - f. Educational prerequisite for entry: High school diploma or GED/equivalent;
  - g. Physical prerequisites: Applicant must have the ability to safely perform the work of the trade/occupation. Physical examination required for entry is at no cost to the applicant and the physical exam will be defined by the individual employer sponsor.
  - h. Drug screening prior to employment, as well as random drug screening throughout the apprenticeship program may be required for selection and/or continued participation/employment;
  - i. General aptitude or other skills test shall be defined by the individual employer sponsor and administered by the employer sponsor or its delegated agent;
  - j. Oral interview is per employer sponsor's individual selection procedures with selection documentation to be on file with the Program Name program director/coordinator.



## WORK PROCESS SCHEDULE

### Heavy Medium Duty Mechanic Helper

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#### On-the-Job Learning Outline

HDMT Mechanic Helper		
Competencies	Date Completed	Initial
A. Servicing vehicles by changing oil and oil filters, lubricates chassis		
B. Inspecting vehicles for such defects as damaged or worn exhaust systems, leaking hoses, seals, pinion and rear axle seals, faulty wheel bearings, defective vehicle lighting brakes, windshield wipers and glass, and makes necessary repairs.		
C. Removing and replacing radiators, radiator hoses, fan belts, water pumps, batteries, battery cables, alternators, voltage regulators, starters, and various other components		
D. Inspecting, and replacing, wheel bearings, brake linings and pads, springs and all brake hardware as required.		
E. Replacing fuses, mirrors and head, tail, clearance and parking lights, adjusts doors, windows and hoods.		
F. Keeping record of work performed, parts used, and time worked.		
G. Assisting Equipment Mechanic in higher level mechanical procedures		
H. Working with alternate fuel.		
I. Performing equipment inspections.		
J. Demonstrates safe working practices related to all assigned job duties.		



## RELATED INSTRUCTION OUTLINE

### Heavy Medium Duty Mechanic Helper

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Through consultation with the Apprenticeship Committee and the indenturing employer, apprentices will select an applicable program of study/course track and complete a minimum of 144 hours of related instruction per year of apprenticeship. Courses will be approved by the Apprenticeship Committee and made available to applicable apprentices by approved education providers/institutions. Apprentices will enroll in, and complete, the required coursework that satisfies the minimum requirements of the program. Prior applicable education and training will be credited towards completion of related education requirements and apprentices will be offered tracks advancing their technical aptitude in the profession.

Source: San Bernardino Valley College

The following related training outline identifies the courses that are currently identified as suggested course work for this occupation:

#### Heavy/Medium Duty Clean Vehicle Technology:

- Introduction to Hybrid and Electric Vehicle Technology – 108 hours
- Direct Current Circuit Analysis – 54 hours
- Direct Current Circuit Laboratory – 54 hours
- Alternating Current Circuit Analysis – 54 hours
- Alternating Current Circuit Laboratory – 54 hours
- Technical Calculations – 72 hours
- Zero Emission Heavy Duty Truck – 72 hours
- Diesel Alternative Fuels – 108 hours

#### Heavy/Medium Duty Clean Truck Technology:

- Heavy-Duty Truck Engines – 108 hours
- Heavy-Duty Truck Brakes – 108 hours
- Heavy-Duty Truck Suspension and Steering – 108 hours
- Advanced Heavy-Duty Truck Engines – 108 hours
- Computer Controlled Truck Engines – 108 hours
- Heavy-Duty Electrical Systems – 108 hours
- Auto/Truck Electrical Systems – 108 hours



Appendix A = Work Process Schedule and Related Instruction Outline by LAUNCH Apprenticeship Network, Department of Labor (DOL) – Apprenticeship Building America (ABA) Grant, FoundationCCC is licensed under CC BY 4.0.

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