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# **Appendix A**

**MACHINE OPERATOR**

**WORK PROCESS SCHEDULE AND  
RELATED INSTRUCTION OUTLINE**

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## Appendix A

### WORK PROCESS SCHEDULE MACHINE OPERATOR

**O\*NET-SOC CODE:** 50-4081.00    **RAPIDS CODE:** 0511CB

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 **Machine Operator I** is **Competency Based** supplemented by the minimum required 144 hours of related 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: **\$18.09**/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.



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Work Processes and Skills		
Competencies	Date Completed	Initial
A. Observe machine operation to detect workpiece defects or machine malfunctions, adjusting machines as necessary.		
B. Set up and operate machines, such as lathes, cutters, shears, borers, millers, grinders, presses, drills, or auxiliary machines, to make metallic and plastic workpieces.		
C. Inspect workpieces for defects, and measure workpieces to determine accuracy of machine operation, using rules, templates, or other measuring instruments.		
D. Read blueprints or job orders to determine product specifications and tooling instructions and to plan operational sequences.		
E. Start machines and turn handwheels or valves to engage feeding, cooling, and lubricating mechanisms.		
F. Select, install, and adjust alignment of drills, cutters, dies, guides, and holding devices, using templates, measuring instruments, and hand tools.		
G. Move controls or mount gears, cams, or templates in machines to set feed rates and cutting speeds, depths, and angles.		
H. Position, adjust, and secure stock material or workpieces against stops, on arbors, or in chucks, fixtures, or automatic feeding mechanisms, manually or using hoists.		
I. Set machine stops or guides to specified lengths as indicated by scales, rules, or templates.		
J. Perform minor machine maintenance, such as oiling or cleaning machines, dies, or workpieces, or adding coolant to machine reservoirs.		
K. Measure and mark reference points and cutting lines on workpieces, using traced templates, compasses, and rules.		
L. Compute data, such as gear dimensions or machine settings, applying knowledge of shop mathematics.		
M. Instruct other workers in machine set-up and operation.		
N. Change worn machine accessories, such as cutting tools or brushes, using hand tools.		
O. Make minor electrical and mechanical repairs and adjustments to machines and notify supervisors when major service is required.		
P. Extract or lift jammed pieces from machines, using fingers, wire hooks, or lift bars.		
Q. Record operational data, such as pressure readings, lengths of strokes, feed rates, or speeds.		
R. Remove burrs, sharp edges, rust, or scale from workpieces, using files, hand grinders, wire brushes, or power tools.		
S. Select the proper coolants and lubricants and start their flow.		
T. Align layout marks with dies or blades.		



## RELATED INSTRUCTION OUTLINE MACHINE OPERATOR

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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: Norco College**

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

Solid Works I – 108 hours  
Blueprint Reading – 54 hours  
General Machine Shop Theory of Machining – 108 hours  
OSHA Standards for General Industry – 18 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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