**Class Summary**

The responsibilities of this classification include on-the-job training to develop the essential skills required to become a journey-level Transit Sheet Metal Worker. Incumbents are enrolled in a four-year formal training program, and support staff engage in transit bus exterior, interior, and frame repair. Additionally, the apprentice actively participates in training classes.

**Distinguishing Characteristics**

This is a single-level classification. This classification is distinguished from the Transit Sheet Metal Worker classification in that incumbents within the Apprentice classification are enrolled in the Sheet Metal Worker Apprentice program. Incumbents gain experience and are increasingly assigned work with higher levels of responsibility and independence.

**Examples of Duties**

1. Assist Transit Sheet Metal Workers in repairing collision damage by disassembling, repairing, and reassembling transit buses' body interior, exterior, and frames.
2. Install accessories on buses during new coach preparation and conduct special body shop-related projects, including major and minor accident repair and modification.
3. Repair transit buses using metal fabrication and welding. Learn basic skills under the guidance of a journey-level technician.
4. Learn to use various body and frame tools for multiple systems.
5. Complete and pass all related supplemental training classes, seminars, courses, and other tests as determined by the Program Administrator.
6. Input and extract data using a computer terminal as required.
7. Perform other duties as assigned.

**Knowledge/Skills**

Ability to read, write, and understand English

Ability to learn to operate a variety of air and heavy-duty tools

Ability to follow directions and operate in a safe environment

Knowledge of body repair, frame straightening, and structural maintenance on vehicles

Ability to interpret and utilize blueprints, sketches, and technical manuals

Ability to sustain periods of physical effort

Ability to lift up to 100 pounds, with assistance

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Must be able to pass the required physical examination prior to employment

Washington State driver’s license

Class B CDL within 90 days from their initial date of entering the program

For continued employment, the apprentice must be able to pass Metro’s transit coach operation training program and meet all Metro licensing requirements

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt  |
| **Service Status** | Career Service  |
| **EEO Code** | 7 |
| **Levels within same series** | Transit Sheet Metal Worker Apprentice, Transit Sheet Metal Worker, Transit Sheet Metal Worker-Lead |
| **Class History** | 10/2024 - Created |