

MACHINIST CRAFTSMAN I

GENERAL RESPONSIBILITIES

Assist in the overall repair of shop, art and athletic equipment in the machinery repair field.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Under the direction of a Craftsman II/III perform maintenance requirements of assigned schools/facilities in a geographic zone through work orders, preventative maintenance requirements, emergency calls, etc.
- Assist with performing welding repairs and or fabrication.
- Aid Craftsman II/III to repair items including but not limited to: shop and physical training equipment, hydraulic and air driven compressors/equipment, kilns and other art equipment.
- Procure parts and materials as directed.
- Assist with work layout and material preparation.
- Aid Craftsman II/III to read and interpret blueprints, plans, drawings and specifications.
- Manufacture items in the machine shop as directed.
- Operate school vehicle and ensure vehicle is well stocked.
- Maintain a clean, safe and orderly work space.
- Operate, repair and maintain tools and equipment associated with trade.
- Handle two-way communication with dispatch, other craftsmen, supervisor, and administrative staff.
- May assume craftsman II or craftsman III responsibilities in their absence.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of the common practices, tools, terminology and safety precautions of the machinist trade; some knowledge of the use and characteristics of metals; some skills in the use of machine tools and welding equipment; able to work from sketches; ability to climb and work from ladders and not be afraid of heights, ability to follow oral and written instructions; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE

High school graduate/GED or completion of a vocational course. Minimum of two years' experience in the trade.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 70 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Non-exempt	Description: Rev. 7/08
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