

## **MACHINIST CRAFTSMAN II**

### **GENERAL RESPONSIBILITIES**

Perform skilled work in the maintenance, repair, and installation of industrial machinery in school buildings. Supervision may be exercised over assigned personnel.

### **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.)

- Manage the maintenance requirements of assigned schools/facilities in a geographic zone through work orders, preventative maintenance requirements, emergency calls, etc.
- Arrange work, estimate time and materials, design projects, and prepare materials to perform task.
- Train shop personnel.
- Coordinate work with other crews from various shops as required.
- Communicate and coordinate with school personnel.
- Operate a school vehicle and supervise accompanying personnel.
- Read and interpret blueprints, plans, specifications and drawings to determine job requirements.
- Operate various types of tools and specialized equipment associated with the trade included but not limited to: forklift, air ladders, pressure washer and bucket truck.
- Install and maintain various mechanical tools, woodworking machinery, athletic and art equipment.
- Perform welding repairs and fabricate metal structures.
- Repair and overhaul air compressors and hydraulic equipment.
- Manufacture items associated with tooling and machinery.
- Troubleshoot electric and electronic control circuits.
- Test operates school shop machinery.
- Handle two-way communication with dispatch, other craftsmen, supervisor, and administrative staff.
- Estimate and procure materials, supplies and equipment from vendors.
- Maintain accurate work order records and parts inventory.
- Evaluate equipment and initiate the Inventory Control Form.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

General 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; ability to work from sketches, drawings, plans or specifications; 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 five 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.

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