

MACHINIST CRAFTSMAN III

GENERAL RESPONSIBILITIES

Perform difficult skilled work in the maintenance, repair, and installation of industrial machinery in school buildings. Supervision is 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.)

- Assist supervisor in leadership and management functions in operating a machine shop.
- Evaluate projects, determine feasibility and scope of work, and estimate material and manpower requirements.
- Inspect work performed by contractors and internal staff, evaluate, and make recommendations to supervisor.
- Manage the maintenance requirements of assigned schools/facilities in a geographic zone through work orders, preventative maintenance requirements, emergency calls, etc., in carpentry and other related work.
- Arrange work, estimate time and materials, design projects, and prepare materials to perform task.
- Train new personnel on standard policies and procedures.
- Evaluate the job performance of other shop personnel.
- Coordinate work with multiple internal crews and other shops as required.
- Communicate and coordinate with school personnel.
- Operate school vehicle and supervise accompanying personnel.
- Perform research and provides technical information to the administrative staff.
- 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.
- Perform and schedule safety inspections.
- 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.
- Procure supplies from vendors for jobs and shop.
- Maintain accurate work order records and parts/tool inventory.



- Assist in writing and reviewing plans and specifications.
- Perform related work as required

KNOWLEDGE, SKILLS AND ABILITIES

Thorough 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 associate; demonstrate leadership and organizational skills.

EDUCATION AND EXPERIENCE

High school graduate/GED or completion of a vocational course. Minimum of seven 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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