



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 528.5

Job Title: **MACHINIST**

Pay Grade: 14

GENERAL SUMMARY:

Fabricates parts utilizing a variety of instruments, machines and tools. Determines if projects should be completed internally or externally.

RESPONSIBILITIES:

- Oversees personnel, monitors performance and provides technical assistance.
- Manufactures all types of parts, utilizing lathes, mills, radial drills and saws.
- Overhauls machines, thoroughly examining and making the necessary repairs to ensure reliability.
- Orders tools and materials.
- Processes work orders.
- Draws blue prints.

SPECIFICATIONS:

KNOWLEDGE:

Requires the basic ability and knowledge for simple analysis and interpretation of basic procedures, policies and practices attainable through specific education and/or training programs in a specific area or trade. This level of competence usually requires training of over 18 months but less than two years. May require vocational competence in the operation of mechanical or electronic equipment.

EXPERIENCE:

Two years of experience as a machinist are required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Machinist

Effective: October 1990

Revised: April 1992