

MACHINIST LEAD

KIND OF WORK

Lead and skilled machinist work.

NATURE AND PURPOSE

Under general supervision, an employee in this class performs a wide variety of skilled machinist operations requiring a high degree of accuracy and precision; s/he guides or directs work of other machinists or machine shop personnel providing machine service or preventive maintenance. Assignments are received orally or by written work orders from a supervisor and may include penciled rough drafts or blueprints. The work is closely checked on completion for accuracy. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assigns tasks, coordinates work schedules, and monitors work for assigned staff to assist supervisory staff so that work is distributed and staff complete work timely, effectively, and according to priorities.

Maintains records of costs, hours worked, supplies, parts inventory and equipment by documenting usage and needs so that records are current and supplies are sufficient for future needs.

Makes repairs and new parts for machinery and equipment by operating lathes, milling machines, shapers, planers, drill presses and other equipment as appropriate to ensure clean, safe and environmentally sound buildings, grounds and operations for clients.

Performs work in the process of heat treating steel.

Makes mechanical demonstrations.

Makes tools, dies, and jigs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Knowledge of standard practices, processes, materials and tools of the machinist trade sufficient to perform maintenance and repair work, demonstrate appropriate methods of work, and test, evaluate and report on equipment.

Some knowledge of mechanical drawing, and ability to work from drawings, blueprints, and written and oral instructions.

Bargaining unit contract sufficient to apply terms and conditions as stipulated.

Skill in:

Gear cutting, planning, shaping, sizing, boring, punching, chipping, filing, and key seating.

The use of calipers, micrometers, and gauges.

Performing tungsten inert gas, oxyacetylene and electric arc welding.

Ability to:

Assign tasks and coordinate schedules for unit employees so that work is completed timely and effectively.

Coach and guide unit employees so that they understand work assignments and methods of completing tasks.

Climb and work from ladders, scaffolding and personal lifts and to work outside on all weather conditions.

Perform high precision work.

Develop designs from rough sketches and oral instructions.

Est.: 5/98
Rev.:

T.C.:
Former Title(s):

