

# Machinist Technician

## Position Details

Class Code: 7046

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, sets up and operates a variety of machining tools to produce precision parts and instruments. Machinist Technicians work directly with Heating, Ventilation, Air conditioning, and Refrigeration (HVACR), Chiller, and Boiler Technicians and must have knowledge of associated systems including circulating pumps, motors, boilers, and related applications. May also fabricate and modify parts to repair machine tools or maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Calculates dimensions and tolerances using knowledge of mathematics and instruments such as micrometers and Vernier calipers.
2. Machines parts to specifications using tools such as lathes, milling machines, shapers, and grinders.
3. Measures, examines, and tests completed units in order to detect defects and ensures conformance to specifications, using precision instruments such as micrometers.
4. Sets up, adjusts and operates basic machining tools and many specialized or advanced variation tools in order to perform precision machining operations.

5. Aligns and secures holding fixtures, cutting tools, attachments, accessories, and materials onto machines.
  6. Monitors the feed and speed of machines during the machining process.
  7. Studies sample parts, blueprints, drawings, and engineering information in order to determine methods and sequences of operations needed to fabricate products; determines product dimensions and tolerances.
  8. Selects the appropriate tools, machines and materials to be used in preparation of machinery work.
  9. Lays out, measures, and marks metal stock in order to display cut placement.
  10. Observes operating equipment to diagnose malfunctions and determines need for adjustments/repairs.
  11. Checks work pieces to ensure that they are properly lubricated and cooled.
  12. Maintains industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.
  13. Positions and fastens work pieces.
  14. Verifies operational efficiency of equipment.
  15. Installs repaired parts into equipment or installs new equipment.
  16. Cleans and lubricates machines, tools, and equipment in order to remove grease, rust, stains, and foreign matter.
  17. Dismantles machines or equipment using hand tools and power tools in order to examine parts for defects and replace defective parts where needed.
  18. Establishes work procedures for fabricating new structural pieces using a variety of metalworking machines.
  19. Supports metalworking projects from planning and fabrication through assembly.
  20. Conforms to safety standards, as prescribed.
  21. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves highly skilled machining and metal fabrication.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
2. Knowledge of arithmetic, algebra, geometry, and their applications.

3. Knowledge of the practical applications of engineering science and technology, including principles, techniques, procedures, and equipment needed to design and produce goods.
  4. Knowledge of raw materials, production processes, quality control, cost, and other techniques for maximizing effective manufacturing.
  5. Knowledge of tensile strengths.
  6. Knowledge of first aid, Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), and Universal Precautions.
  7. Ability to instruct Skilled Trades Assistants (STA's) and Machinist Technician I's in techniques, tools, and safety precautions associated with position.
  8. Ability to operate and control systems.
  9. Ability to watch gauges, dials, or other indicators to ensure a machine is working properly.
  10. Ability to use mathematics to solve problems.
  11. Ability to determine the kind of tools and equipment needed for jobs.
  12. Ability to determine causes of operating errors and make corrections, as necessary.
  13. Ability to read and interpret written/verbal instructions.
  14. Ability to test and inspect products or processes to evaluate quality/performance.
  15. Ability to perform routine maintenance on equipment; determines maintenance needs and schedules.
  16. Ability to repair machines or systems using necessary tools.
  17. Ability to keep hand and arm steady while moving arm or while holding arm and hand in one position.
  18. Ability to see details at close range (within a few feet of the observer).
  19. Ability to arrange concepts in a certain order or pattern according to specific rule(s) (patterns of numbers, letters, words, pictures, mathematical operations).
  20. Ability to recognize and report hazards and apply safe work methods.
  21. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Completion of apprenticeship program or journeyman certification as a machinist; or,

3. Four (4) years of in-shop training under direct supervision of an experienced machinist.

## **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Apprenticeship and/or journeyman certificate/card, if applicable.
5. Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

## **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
  2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  4. Safe driving record.
  5. Apprenticeship and/or journeyman certificate/card, if applicable.
  6. Current CPR/AED certificate as indicated above. A copy of the front and back of the First Aid certificate must be uploaded into the application.
  7. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

Clark County School District facilities – fabrication shop, cooling towers, mechanical rooms, antenna towers, offices, schools (classrooms, locker rooms, cafeterias, restrooms, etc.).

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## Work Environment

### Strength

Medium/heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-25 lbs., constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

### Environmental Conditions

Varies from a climate-controlled office setting to work outdoors in temperatures ranging from mild to moderate. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## Examples of Equipment/Supplies Used to Perform Tasks

Machining tools such as lathes, milling machines, oxyacetylene torches, various saws, tools for grinding and polishing metal, various files, various drills, tools for punching holes, protractors, socket sets, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 04/17/24
- Created: 03/13/13