

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: General Machinist Mechanic Journeyman

Supervisor's Title: Foreman, General Maintenance

Date Prepared: 2/99 **Date Reviewed:** _____ **Date Reviewed:** _____

Employee/Incumbent Review _____ **Immediate Supervisor Review** _____

Dpt Apprvl _____ **GCEA Review** _____ **HR Apprvl** _____ **Supt. Apprvl** _____

Job Location: Maintenance Services **Lane** ___

Implementation Date: _____ **ADA Review** _____

JOB SUMMARY

The General Machinist sets up and operates machine tools, fits and assembles parts to make or repair metal parts, mechanisms, tools, or machines, applying knowledge of machine, shop mathematics, metal properties, and layout machining. The individual studies, specifications such as blue prints, sketch or descriptions of parts to be replaced and plans sequence of operations.

ESSENTIAL FUNCTIONS

- Uses Machine shop equipment (i.e., industrial lathe, milling equipment, drill presses, etc.) for fabricating metal repair parts for equipment, fabricating special tools and equipment (i.e parts for lawn mowers, etc.)
- Diagnosis, repairs and overhauls machinery and equipment (i.e. hydraulic and compressor systems, water pumps, electric motors, shop machinery, hoist systems, large doors, etc.)
- Lays out jobs, order parts, reads blueprints and specifications and maintains shop equipment and cleanliness.

NON-ESSENTIAL FUNCTIONS

Occasional other duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Must be well qualified to use each of the following items: hand tools, machine tools, sheet metal, telephone, large power tools, power hack saw, small power tools, instruments, pipe wire, ladder, scaffolds, record files, tool and cutter grinder, ventilating system, welding and cutting, electrical appliance, cleaning equipment, heating plant, lathe, milling machines and drill press. Must be skilled in written and oral communication and interpersonal relations. Must have the mechanical ability to diagnose, disassemble the equipment being worked on. Must have a good

working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must have basic mathematical skills. Must be able to plan work and organize temporary workers. Must be able to plan work and organize temporary workers, materials and equipment for specific projects.

REQUIRED EDUCATION AND TRAINING:

Must successfully complete two years formal training as required by the district apprentice program(or a well defined equivalent) in machining metal. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license.

REQUIRED PRIOR WORK EXPERIENCE

Requires four years of job related and carefully monitored in the district designed apprenticeship program with demonstrated competence or acceptable equivalent.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

DECISION MAKING:

May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assures that each assignment has sufficient tools, materials and supplies. Determines repairs and replacements as needed. Prioritizes work for specific jobs assigned. Must provide a safe work place for personnel in the work area.

SUPERVISION

Responsible for man hours, equipment and material required for each job. The General Machinist is self-supervised. Requires ability to motivate temporary workers, also, plan and initiate activities with minimum supervision. Responsible for planning work as assigned, assuring a high quality of the finished product. Makes specific work assignments and monitors performance of assigned employees. The work supervised can be complex. Coordinates with contract service vendors and material vendors on projects.

WORKING CONDITIONS:

May leave the shop to repair equipment on location which requires locating equipment malfunctions under hazardous conditions. Some district emergencies may require additional irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals,

confined spaces, and cold. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration

PHYSICAL DEMANDS

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.