

SENIOR MAINTENANCE MECHANIC III (MACHINIST)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this foreman level position supervises a staff, including at least one journeyman, in performing maintenance and repair. The incumbent directs, plans, supervises and performs machinist work involving maintenance and repair. The incumbent performs and gives direct supervision to a wide variety of machinist work, cutting and shaping machine parts, repairing broken machine parts, dismantling worn equipment and installing new. The incumbent inspects facilities and recommends action. The incumbent plans and lays out work, estimates materials, costs and staffing requirements. Work is performed with considerable independence in accordance with departmental goals, procedures and trade standards. More complex jobs may require detailed instructions, blueprints or sketches from an engineer or technician. The incumbent is fully proficient in the skills and practices of the trade, with full knowledge of the principles, tools, and techniques. The difference between this foreman level position and that of the journeyman, is that the foreman supervises at least one journeyman machinist and may supervise a number of lower level full time, seasonal and temporary personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Lays out, schedules and supervises machinist work coordinating job schedules with supervisors of the various treatment plants to insure the least possible "down-time" on any one piece of equipment which may need machine work;

Supervises and operates various machines, such as drill presses, lathes, milling machines, etc.;

Supervises and repairs pumps and motors where machining is required;

Supervises and participates in the cutting and shaping of new parts to replace broken or worn out parts;

Sketches replacement parts for use in machining of new parts;

Insures that work areas are kept in a clean, orderly and safe condition;

Requisitions materials and equipment;

Assigns daily work schedule and makes routine inspections of assigned work;

Complies information and assists in yearly budget formulation;

Estimates material costs and staffing requirements;

Trains, evaluates and instructs subordinates;

Performs routine and emergency repairs and maintenance, both scheduled and in response to emergency situations, as required;

EXAMPLES OF WORK: (Illustrative Only) (con't)

Depending on work location, may operate equipment and devices, participate in snow removal, etc., as assigned;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, techniques and terminology associated with the machinist trade; thorough knowledge of the accident and safety precautions of the trade; ability to organize a program and to effectively supervise others in carrying it out; ability to use a micrometer, to read blueprints and to draw accurate working sketches of machine parts; ability to get along well with others; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; knowledge of computer applications such as spreadsheets, word processing, e-mail and database software; good judgment; physical strength and agility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) high school or equivalency diploma and eight years of increasingly responsible machinist experience, four of which must have been in a wide variety of machine repair, maintenance and installation work without close supervision and two of which must have involved the lay out of work; or (b) two years experience as a journeyman machinist subsequent to the completion of a four year apprenticeship program under a journeyman.

NOTE: Apprenticeship training gained by the completion of technical courses in the field at a school or institute or branch of the Armed Services may be substituted for the above training and experience on a year-for-year basis.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at time of appointment.

SPECIAL REQUIREMENT: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J.C.: Non-Competitive
DBB7

Job Class Code: C1567
Job Group: X