



DECEMBER 2018
FLSA: NON-EXEMPT

MACHINIST

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under direct or general supervision or direction, performs the full range of machinist duties in support of the District's treatment plant maintenance and operations functions; fabricates, designs, builds, rebuilds, and repairs treatment plant equipment, tools and safety devices.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision or direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification is a stand-alone class and not part of a job series. This class is responsible for wastewater treatment machinist duties performing the full range of maintenance and repair duties required to ensure that the District's wastewater treatment facilities, equipment, and systems are maintained in a safe and effective working condition and providing the highest level of safety. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in the maintenance and repair of assigned wastewater treatment facilities, equipment, and systems. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Plans assigned jobs by reviewing work orders and determining work to be performed; estimates time, materials and equipment for each job; orders materials; obtains blueprints or field check work from Engineers or Construction Inspectors to plan jobs; coordinates work with other departments regarding equipment shutdowns and isolations.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs lathe work and mill work to machine or fabricate parts or components of wastewater treatment plant equipment including shafts, pump shafts, water lines, spools, augers and impellers; performs repairs by machining faulty equipment; installs and assembles machine parts after fabrication or repair is performed.
- Reads blueprints and schematics; draws rough sketches to machine or fabricate parts or components of wastewater treatment plant equipment.
- Operates equipment and power tools; may drive District vehicles to and from job site.
- Maintains records of work performed and materials used.

- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods and techniques used in machining.
- Operational characteristics of a variety of machine tools and equipment used in machining including lathe, drill press, and milling machines.
- Principles and procedures of record keeping.
- Mathematical principles and calculations.
- Occupational hazards and standard safety practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

Ability to:

- Perform a variety of journey level skilled machinist duties involved in the maintenance and upkeep of District equipment.
- Operate a variety of machine tools in a safe and effective manner.
- Repair and maintain a variety of equipment and tools.
- Read and interpret blue prints and schematics.
- Draw sketches.
- Complete appropriate records and documents.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Follow department policies and procedures related to assigned duties.
- Work independently in the absence of supervision.
- Work extended hours, including nights, weekends and holidays when necessary.
- Adhere to safe work practices and procedures in the workplace.
- Operate a motor vehicle and travel to various District sites, projects and/or meetings.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. High school diploma or G.E.D., supplemented by specialized training or coursework in fabricating, designing, building, rebuilding, and repairing equipment and tools, or a related field; AND
2. Three (3) years of work experience applying machinist skills in the fabrication, repair and rebuilding of mechanical equipment.

Licenses and/or Certifications:

- Valid California Class C Driver's License.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation

District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

Standby and Call Back:

Employees in this classification may be required to participate in standby duty and are subject to call back, which may include nights, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on standby, or report to an emergency, and refuses to do such, shall be subject to disciplinary action up to and including termination.

PHYSICAL DEMANDS

Must possess mobility to work in a shop setting and wastewater treatment plants and related facilities; strength, stamina, and mobility to perform moderate to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and construction equipment; ability to travel to District sites, projects and/or meetings; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work primarily indoors in a shop setting and are exposed to loud noise levels, cold and hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.