

## 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 general supervision or direction, performs a wide variety of skilled duties in the fabrication, installation, maintenance, repair, and servicing of mechanical equipment and machinery used in the collection, transmission, and treatment of wastewater; sets-up, operates, and maintains machine shop equipment such as lathes, horizontal and vertical milling machines, radial arm drills, and related equipment; and performs duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **CLASS CHARACTERISTICS**

This classification is responsible for performing the full range of machinist duties required to ensure that OC San's wastewater treatment facilities, equipment, and systems are maintained in a safe and effective working condition and providing the highest level of safety, working independently, and exercising 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. This class is distinguished from other maintenance and operations classifications by performing skilled, precision lathe and mill work.

### **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.*

- Performs a variety of skilled, precision lathe and mill work involved in the fabrication, installation, and repair of wastewater treatment plant, field and shop parts, equipment, facilities, machinery, and special purpose tools associated with wastewater treatment infrastructure and facilities.
- Designs, machines, fabricates, and fastens materials using a diverse range of tools and equipment including lathes, vertical milling machines, horizontal universal milling machine, radial arm drills, and drill presses; sets-up, operates, and maintains standard shop equipment and tools.
- Plans, draws rough sketches, and lays out jobs from blueprints, drawings, specifications, or verbal instructions; selects methods and materials for the fabrication and/or repair of equipment and facilities.
- Coordinates work with other departments regarding equipment shutdowns and isolations.
- Researches new operational methods, techniques, and equipment and recommends their applicability to OC San needs.
- May drive OC San vehicles to and from job site.
- Maintains records of work performed and materials used.

- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, methods, techniques, materials, tools, and equipment used in the fabrication, installation, maintenance, and repair of mechanical equipment and machinery common to a large wastewater system.
- Operational characteristics of a variety of machine tools and equipment used in machining including lathe, drill press, and milling machines.
- Machine shop procedures and practices.
- Principles and procedures of record keeping.
- Mathematical principles and calculations.
- Safety principles, practices, and procedures of all facilities, equipment, and materials used in the maintenance and repair of equipment.
- The structure and content of the English language to effectively perform the work.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Set-up, operate, and maintain machine shop tools and equipment in a safe and effective manner.
- Diagnose and repair a wide variety of mechanical equipment, systems, and machinery common to a large wastewater system.
- Read, interpret, and work from blueprints, plans, specifications, and manuals.
- Draw sketches.
- Coordinate work assignments with other sections, divisions, or departments.
- Perform accurate mathematical calculations.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate a motor vehicle and travel to various OC San sites, projects, and/or meetings.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English.
- 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 OC San.

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.

2. Three (3) years of progressively responsible experience performing machining, fabrication, repair, and rebuilding of equipment used in or equivalent to a large wastewater system.

**Licenses and/or Certifications:**

- Must possess a 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.

**PHYSICAL DEMANDS**

- Mobility to work in the field; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various OC San sites, projects, and/or meetings.
- Perform medium to heavy physical work; to lift, carry, push, and pull materials and objects averaging a weight of 51 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to read printed materials and to inspect and operate equipment.
- Finger dexterity to operate and repair tools and equipment.

**ENVIRONMENTAL ELEMENTS**

- Field work with exposure to loud noise levels, vibration, mechanical and/or electrical hazards, hazardous physical substances, and fumes, dust, and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**OTHER REQUIREMENTS**

- May be required to work extended hours, including nights, weekends, and holidays when necessary.
- 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.
- Probationary Period: All OC San employees, except classifications considered "at-will", are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve "at-will" and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San's pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.