



JOB TITLE:	MACHINIST	DIVISION:	BUS
REPORTS TO:	LEAD MECHANIC	EEO CATEGORY:	07 - SKILLED
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under the direction of the Trainer/Unit Lead Mechanic, performs all phases of machinist work. Operates and maintains all common machine shop tools including mills, lathes, drill presses, grinders, hones, and welders. Fabricates, reconstructs and repairs mechanical parts and tooling using detailed blueprints, sketches, drawings, templates, and diagrams.

Essential Responsibilities

- Drill, ream, bore, thread, hone, grind and surface all components and units necessary for the maintenance of District buses, equipment and property
- Design and fabricate special tools and equipment
- Manufacture various sizes of washers and bushings
- Reconstruct turbine pumps
- Machine grind gear surfaces
- Spot weld shafts and rework to original specifications
- Turns brake drums, re-line and arc brake shoes
- Operates Diesel Particulate Filter cleaning machine
- Opens and closes work orders in a computerized asset management system (IBM Maximo), enters pertinent information and perform other computerized recordkeeping required in the position
- Adheres to the safety and health rules and safe working practices applicable to his or her job
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable attendance and performance are required



Required Knowledge, Skills and Abilities

Knowledge of:

- Metals (types, use and tempering); sharpening tools and drill bits; design and fabricate special tools and equipment
- Read and work from precise blueprints
- District Policies and Labor Agreement (MOU) Provisions
- Occupational health and safety rules and working practices applicable to this position

Skills or Ability to:

- Set up and use of machines commonly found in machine shops
- Lathes, radial drill press, surface grinders, milling machine, boring bars and hones, micrometers and measuring devices (knowledge of metric system is desirable), valve grinder, hard seat grinder, line boring tool
- Conduct maintenance and repair of above listed equipment
- Read and understand written material related to the position including, MSDS instructions and power equipment instructions
- Establish and maintain cooperative and productive working relationships
- Perform computerized data entry and basic business office technology functions such as use of email, data entry, work order processing and materials requisition

Minimum Qualifications

Education and/or Experience:

- Completion of a 4-year apprenticeship or approved equivalent; OR four years of journey level equivalent experience.
- Four years of specialized heavy duty machinist work experience as a full-time machine shop, tool and dye-maker or automotive machinist.

Required License: Must possess and maintain a current, valid California driver's license and satisfactory driving record. No more than two moving violations within the last 3 years. No DUI's or Reckless Driving violations within the last 7 years.

Physical Requirement: Occasionally lift up to 100 lbs. maximum with assistance. Frequently lift, carry and manipulate up to 50 pounds. Frequent bending, kneeling and occasional climbing on 12-foot ladders and scaffolding. Works around fumes, odors and dust in an occasionally high noise level environment with appropriate personal protective equipment.