

MACHINIST SUPERVISOR

DEFINITION

Plans, assigns, coordinates, and inspects the work of Machinists, Apprentice Machinists, Power Equipment Mechanics, Mill Filers, and Toolsharpeners working at the Central Maintenance Shops and exercises technical supervision over the work of Machinists and Toolsharpeners assigned to Maintenance Areas.

TYPICAL DUTIES

Supervises and directs the work of employees engaged in fabrication, installation, and repair of metal parts, machines, tools and equipment and maintenance and repair of lawn mowers.
Schedules and coordinates work of the Machine Shop to integrate with operation of the Central Maintenance Shop location and Maintenance Areas.
Explains and provides complex technical information to employees.
Inspects, tests, and analyzes the malfunctioning of mechanical equipment and recommends methods of correction, elimination of hazards, and modifications to equipment.
Estimates labor and material costs.
Processes job requests and orders parts and materials.
Establishes standard procedures and standards of workmanship and production.
Designs modifications and safety devices for machinery.
Supervises installation of machine guarding to comply with required safety standards.
Advises on the moving, installation, or rearrangement of machinery and equipment.
Provides orientation and training for Machinists and Apprentice Machinists.
Consults with and advises personnel of other units regarding specifications for machinery and equipment.
Establishes and maintains standards for evaluation of equipment to be repaired or replaced.
May inspect new shop equipment for schools.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Machinist Supervisor plans, assigns, coordinates, and inspects the work of Machinists, Apprentice Machinists, Power Equipment Mechanics, Mill Filers and Toolsharpeners working at the Central Maintenance Shops and exercises technical supervision over the work of Machinists and Toolsharpeners assigned to Maintenance and Operations Districts.

An Area Maintenance Manager assists an Area Maintenance and Operations Director in the direction of personnel assigned to perform maintenance, alterations, and improvement of buildings and the acquisition of equipment for a geographic area of the District.

The Senior Machinist assists the Machinist Supervisor in planning, assigning, coordinating, and inspecting the work of Machinists, Apprentice Machinists, Mill Filers, and Toolsharpeners at the Central Maintenance Shops, and in exercising technical supervision over the work of Machinists and Toolsharpeners assigned to Maintenance and Operations Districts.

SUPERVISION

General supervision is received from an Area Maintenance Manager. Supervision is exercised over Machinists, Apprentice Machinists, Power Equipment Mechanics, Mill Filers, and Toolsharpeners assigned to the Central Maintenance Shops. Technical guidance is given Machinists and Toolsharpeners assigned to Maintenance and Operations Districts.

CLASS QUALIFICATIONS

Knowledge of:

- Design and operation of the types of machinery, tools and equipment used in the District Practices, processes, tools, techniques, terminology, and materials of the machinist, millwright, and rigging trades
- Properties of metals and alloys
- Mechanical drawing, mechanical design, and shop mathematics
- Machinery installation, leveling, and alignment
- Sources of parts and price information
- Safe procedures for arc and acetylene welding
- Procedures for heat treating
- California Industrial Safety Codes

Ability to:

- Operate, demonstrate, and instruct others in the use of the tools and equipment of the machinist trade
- Plan, lay out, and estimate costs of repairs, modifications, and installations of machines, tools, and equipment
- Supervise, schedule, and coordinate work assignments to make the most effective use of personnel, materials, and machines
- Establish standards of workmanship and performance
- Work effectively with District personnel
- Estimate time and material requirements accurately

Special Physical Requirement:

Visual acuity to read measuring tools, dial indicators, and blueprints

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses at the adult school or college level in plan or blueprint reading, metallurgy, mechanical drawing, and supervision.

Experience:

Four years of journey-level or higher experience in repairing machine tools and other shop and building equipment.

Special:

A Maintenance Planner Certificate is required before completion of the probationary period.
A valid California Driver License.
Use of an automobile.