

Machinist Technician Assistant

Position Details

Class Code: 7047

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, sets up and operates a variety of machining tools. Machinist Technician Assistant works directly with Heating, Ventilation, Air conditioning, and Refrigeration (HVACR), Chiller, and Boiler Technicians and must have knowledge of associated systems including circulating pumps, motors, boilers, and related applications.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. The Machinist Technician Assistant assists the Machinist Technician in achieving production, quality, housekeeping, and safety goals.
2. Promotes safety awareness and complies with all applicable safety procedures and regulations.
3. Measures, examines, and tests completed units in order to detect defects and ensures conformance to specifications, using precision instruments such as micrometers.
4. Maintains current knowledge of safety standards.
5. Provides general assistance around the shop, including administrative and technical tasks.
6. Assists with shop loading and work kit preparation.
7. Cleans and maintains equipment as directed.

8. Operates equipment such as sand blast, paint booth, general hand and power tools.
 9. Responsible for keeping equipment and work areas clean and organized.
 10. Performs basic preventive maintenance on equipment.
 11. Installs repaired parts into equipment or installs new equipment supervised by the Machinist Technician.
 12. Cleans and lubricates machines, tools, and equipment in order to remove grease, rust, stains, and foreign matter.
 13. Dismantles machines or equipment using hand tools and power tools in order to examine parts for defects and replace defective parts where needed.
 14. Sets up, adjusts, and operates basic machining tools and many specialized or advanced variation tools.
 15. Verifies operational efficiency of equipment.
 16. Conforms to safety standards, as prescribed.
 17. Performs other tasks related to the position, as assigned.
-

Distinguishing Characteristics

Involves assisting the Machinist Technician in highly skilled machining and metal fabrication and able to disassemble and put pumps and motors back to working condition.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
2. Knowledge of first aid, Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), and Universal Precautions.
3. Ability to use a sandblaster with precision so as not to damage equipment or parts.
4. Ability to use paint booths and maintain a safe environment.
5. Ability to use mathematics to solve problems.
6. Ability to determine the kind of tools and equipment needed for jobs.
7. Ability to determine operating error causes and make necessary corrections.
8. Ability to perform routine maintenance on equipment; determines maintenance needs and schedules.
9. Ability to test and inspect products or processes to evaluate quality/performance.

10. Ability to read and interpret written/verbal instructions.
 11. Ability to repair pumps and motors using necessary tools.
 12. Ability to keep hand and arm steady while moving arm or while holding arm and hand in one position; reach above and below with hands and arms to place parts onto necessary equipment or material for assembly.
 13. Ability to see details at close range (within a few feet of the observer).
 14. Ability to arrange concepts in a certain order or pattern according to specific rule(s) (patterns of numbers, letters, words, pictures, mathematical operations).
 15. Ability to recognize and report hazards and apply safe work methods.
 16. Possess physical and mental stamina commensurate with the responsibilities of the position.
-

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).
2. Two (2) years' experience in a Clark County School District (CCSD) skilled trade/craft position (carpenter, roofer, glazier, painter, electronics technician, etc.).

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Hold or be able to obtain Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) and First Aid certificate(s) from the American Heart Association, American Red Cross, or other similar organization. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. If certification is not in possession at time of application or Qualified Selection Pool (QSP) request, it must be obtained within five (5) months of hire into position. Certification(s) must be maintained for the duration

of the assignment. A copy of the front and back of the CPR/AED and First Aid certificate(s) must be uploaded into the application.

5. Hold or be able to obtain forklift qualification card from CCSD. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.
6. Hold or be able to obtain Aerial Work Platform certification. If certification is not in possession at the time of application or QSP request, it must be obtained within five (5) months of hire into position. Certification must be maintained for the duration of the assignment.
7. Hold or be able to obtain Occupational Safety and Health Administration (OSHA) 10 certification. If certificate is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Certification must be maintained for the duration of the assignment.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 4. Safe driving record.
 5. CPR/AED and First Aid certificate(s) as indicated above. A copy of the front and back of the CPR/AED and First Aid certificate(s) must be uploaded into the application, if applicable.
 6. CCSD-issued forklift qualification card, if applicable.
 7. CCSD-issued Aerial Work Platform certificate, if applicable.
 8. Copy of OSHA 10 certification, if applicable.
 9. Specific documented evidence of training and experience to satisfy qualifications.
-

Examples of Assigned Work Areas

CCSD facilities – fabrication shop, cooling towers, mechanical rooms, antenna towers, offices, and schools (classrooms, locker rooms, cafeterias, restrooms, etc.).

Work Environment

Strength

Medium/heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-25 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, stretching, bending, lifting, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated/standing and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors in temperatures ranging from mild to moderate. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Machining tools such as various saws, tools for grinding and polishing metal, various files, various drills, tools for punching holes, protractors, socket sets, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender

identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 10/22/24
- Created: 10/02/24