UNIVERSITY OF SOUTHERN CALIFORNIA

Machinist

Job Code: 177011

Grade: H
OT Eligible: Yes
Comp Approval: 9/9/1993

**JOB SUMMARY:**
Operates shop machines and tools to fabricate, repair and maintain parts or assemblies for use in instructional and research projects. Works from blueprints, drawings and sketches. Works under general supervision.

**JOB ACCOUNTABILITIES:**
*E/M/NA % TIME
______ ____ Operates a variety of shop machines to fabricate, repair and maintain parts or assemblies for use in instructional and research projects.
______ ____ Studies specifications such as blueprints, sketches, or descriptions of parts to be fabricated. Determines dimensions and tolerances of pieces to be machined, sequence of operations, and tools, materials and machines required. Lays out stock for machining.
______ ____ Sets up and operates equipment to machine parts to specifications.
______ ____ Performs welding operations as required for fabrication.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**
Essential: Yes
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**
Minimum Education:
High School or equivalent
Specialized/Technical Training

Minimum Experience:
2 Years

Minimum Field of Expertise:
Knowledge of mechanics, shop mathematics, properties of metals & plastics, & layout & machining procedures. Must communicate with faculty, researchers, engineers & students on mechanical matters.

Comments:

Operates programmable and/or conventional machines & tools such as lathes, milling & glass bead machines, electric hacksaws, band saws, sanders, drill presses, tool & surface grinders, solder irons & welders. Occasional overtime is required.

SIGNATURES:

Employee: _____________________________  Date: _____________________________

Supervisor: _____________________________  Date: _____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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