

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

6/26/87

MACHINIST SUPERVISOR, 3766

Summary of Duties: Cuts and shapes metals and other materials using precision hand and machine tools in the construction assembly, installation, or repair of various types of machinery, equipment, tools, and dies; disassembles, repairs, and reassembles machinery where fine alignment and close tolerances are required; or supervises such work.

Distinguishing Features: A Machinist Supervisor exercises direct, full-time supervision over one or more crews which normally consist of Machinists, but which may also include Welders, Heavy Duty Equipment Mechanics, Blacksmiths, Mechanical Helpers and related craft workers and helpers. An employee of this class receives assignments in the form of job orders, prints, sketches and oral instructions, often somewhat general in nature and uses initiative and judgment to meet difficulties that arise. Review of this employee's work is normally of a general nature to assure efficient completion of assignments.

Example of Duties:

- Supervises and coordinates the work of one or more crews of journey-level Machinists, Welders, Mechanics, Mechanical Helpers and other craft workers and helpers working in the shop or field to repair and install parts and components of machinery and equipment;
- Makes sketches and interprets blueprints to assist subordinates;
- Makes cost estimates of work;
- Requisitions materials, supplies and tools;
- Designs special tools, jigs and parts;
- Prepares sketches of test results showing flaws in metals;
- Prepares reports of work progress and of tools, labor and materials used;
- May contact outside vendors and service agencies for information, parts and materials;
- Fulfill supervisory affirmative action responsibilities as set forth in the City's Affirmative Action program;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A good knowledge of:

- Standard practices, processes, terminology, and tools of the machinist trade;
- Working properties and uses of a variety of metal alloys, spray metal and other materials;
- Principles and practices of safety in machine shop and field work including safe rigging practices in the lifting of heavy equipment;
- Dismantling, repair and assembly of gas, diesel, steam and marine engines, steam and

hydraulic turbines, fireboat engines, fire apparatus and pumps, automotive systems, construction equipment and a variety of mechanical, hydraulic, pneumatic and electrical assemblies;

- Disassembly, repair and modification of plant equipment;
- Shop mathematics and the charts and tables commonly used in machine shop work.

A general knowledge of:

- Practices, terminology and tools of blacksmithing, structural steel, plumbing and welding trades as applied to general mechanical maintenance and repair;
- Principles of supervision including the laws and regulations related to affirmative action and equal employment opportunity;
- Safety principles and practices.

A working knowledge of:

- City personnel rules, policies and procedures;
- Memoranda of understanding as they apply to subordinate personnel.

Ability to:

- Use precision machine shop equipment and hand tools of the trade;
- Interpret and apply blueprints, drawings, sketches, specifications and written and verbal instructions;
- Make working and reference shop drawings;
- Keep records and make reports;
- Supervise one or more crews of employees and schedule their work;
- Deal tactfully and effectively with subordinates and other employees;
- Make recommendations on plans, cost estimates and purchase specifications;
- Determine practical methods and procedures for installing, maintaining, repairing and overhauling mechanical equipment.

Requirements: Four years of experience as a journey-level machinist is required.

License: A valid California driver's license and a good driving record are required prior to appointment.

Physical Requirements: Strength to perform average lifting of up to 15 pounds and occasionally over 25 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.