

New York State Department of Civil Service
Division of Classification & Compensation

Occ. Code 7345050

Maintenance Assistant (Machinist), Grade 9

Brief Description of Class

Maintenance Assistants (Machinist) use machine tools to perform semiskilled machinist work in the construction and repair of metal parts of equipment and machinery.

Distinguishing Characteristics

Maintenance Assistant (Machinist): non-competitive; as a semiskilled employee, performs the more routine, repetitive tasks usually not requiring any planning or layout to achieve required dimensions. Incumbents may also perform journey-level activities, under supervision, or after receiving detailed instructions, to learn and perfect their skills.

Generally, Maintenance Assistants (Machinist) work under the supervision of a skilled trades or supervisory maintenance position; in turn, they may supervise Facility Operations Assistants 1 and other relatively unskilled workers in performing manual tasks involving elementary skills.

Related Classes

There are a number of other specialized maintenance assistant classes having parenthetical designations describing the predominant trade areas to which the incumbent is assigned including carpenter, electrician, painter, and plumber and steamfitter. Although incumbents of such classes may perform tasks normally associated with more than one trade, most of their time is spent performing tasks typical of the trade indicated by the parenthetical designation.

Incumbents of Maintenance Assistant positions without a parenthetical designating a trade specialty are usually found in relatively small maintenance staffs where such specialization is not desirable or in maintenance pools where specialization is not efficient. However, incumbents may be assigned to tasks such as those described for any of the specialized positions of Maintenance Assistant.

Maintenance Assistant is distinguished from Facility Operations Assistant 1 by the latter's performance of relatively unskilled manual tasks in direct support of semi-

skilled or skilled trades positions. Such tasks are performed under very specific instructions and the supervision of either a maintenance assistant or a journey-level worker.

Critical distinctions between the Maintenance Assistant (Machinist) and Trades Specialist (Machinist) is the latter's responsibility for setting up machine tools to specifications, planning a series of operations, and laying out stock for machining by applying knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. Trades Specialists (Machinist) may develop specifications from general descriptions and draw and sketch products to be made. Positions of Trades Specialist (Machinist) frequently supervise Maintenance Assistant (Machinist) positions in performing machinist work.

Illustrative Tasks

A Maintenance Assistant (Machinist) operates such machine tools as lathes, shapers, milling machines, planers and radial drill presses, following written or oral instructions in performing such machine operations as threading bolts, cutting keyways, grinding brake drums, and valve tappets and planing cylinder heads. Illustrative tasks include the following:

- Installs proper cutting tools, sets machine controls determining sequence of operations, speed and depth of cut according to setup, and machining instructions and procedures.
- Machines metal parts to prescribed specifications and checks the accuracy of the work by the use of precision measuring devices such as micrometers and gauges.
- Manufactures on a repetitive basis metal items such as large bushings, special bolts, and valve seat inserts not requiring difficult planning and layout.
- Cleans and lubricates machine tools.
- Cleans work area.

Independence of Operation

Maintenance Assistants (Machinist) are usually supervised by a higher-level trades position, such as Trades Specialist (Machinist) who determines work priorities, defines the nature and extent of work to be performed, provides instructions and direction, provides resources for work projects, lays out and plans projects, assists in performing the more difficult tasks, trains staff in skilled work activities, evaluates performance, and inspects work in progress and upon completion. Maintenance Assistants (Machinist) may perform the activities of this class with considerable

independence when supervision is not available and are expected to perform routine activities with considerable independence.

Communication

The nature of a Maintenance Assistant's (Machinist) activities generally restricts relationships to oral communications with employees working within the same organizational unit and to individuals for whom the State has custody or responsibility assigned to projects or work units. Such relationships are characterized by frequent oral and written communication in assigning work, providing instructions, and exchanging information. Written and oral communications with the general public are not typical of this class.

Supervision Exercised

A Maintenance Assistant (Machinist) may supervise work crews of relatively unskilled workers and/or individuals for whom the State has custody or responsibility by making assignments, giving instructions, and aiding in performing tasks.

Minimum Qualifications

Non-competitive: Two years of full-time experience in machinist work under the supervision of a skilled tradesperson; OR completion of an appropriate two-year technical school course in the machinist trade at a school, institute, or branch of the Armed Services*; or an equivalent combination of experience and training gained by completion of appropriate technical courses in the machinist trade at a school, institute, or branch of the Armed Services.

When required to operate motor vehicles, candidates must possess a valid New York State driver's license appropriate for the type of vehicle to be operated.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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