

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MACHINIST II -
Machine Shop

SALARY GROUP: A15

DEPARTMENT: Transportation and Supply

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 11/22/2013

POSITION #: 024393

I. JOB SUMMARY

Performs moderately complex machinist work. Work involves operating machines and tools in repairing, rebuilding, and constructing mechanical equipment; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Manufactures and repairs equipment; manufactures parts using blueprints and drawings; and operates equipment for jobs related to machine work.
- B. Constructs jigs and assists in designing and building special equipment.
- C. Trains and supervises offenders in machine shop operations.
- D. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned offenders.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

- A. Education, Experience, and Training
 - 1. Graduation from an accredited senior high school or equivalent or GED.
 - 2. Two years full-time, wage-earning machinist experience.
 - 3. Correctional custody or law enforcement experience preferred.

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B. Knowledge and Skills

1. Knowledge of machine shop methods and materials used to manufacture and repair mechanical equipment.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Skill to communicate ideas and instructions clearly and concisely.
4. Skill in problem-solving techniques.
5. Skill to work from blueprints and shop drawings.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, grinders, drills, air compressor, pumps, battery charger, multimeter, hand tools, air tools, jack, and automobile.