



## MACHINE TOOL TECHNICIAN

SALARY GRADE: [C1-50](#)

### DEFINITION:

Under the direction of an assigned supervisor, perform a variety of technical duties in a College machine tools laboratory; maintain inventory and issue laboratory supplies and equipment.

### EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Perform a variety of duties to install, maintain, inspect, relocate, level, align and evaluate machine tools in the laboratory.
2. Repair and upgrade machine tools as necessary; manufacture repair parts for machine tools as needed.
3. Design, construct and maintain visual aids for classroom and laboratory use.
4. Setup, repair and maintain computer-aided machine tools and computer lab equipment as directed.
5. Prepare and submit purchase requisitions; maintain accurate records of material and equipment received; maintain inventory of equipment and supplies; assure proper storage of equipment, hazardous waste, and materials records.
6. Maintain a variety of records related to assigned activities.
7. Maintain, repair and upgrade computers and related software, hardware and peripheral equipment; operate a variety of machine tools including lathes, mills, CNC machines, welding machine, grinder, and other equipment as assigned.
8. Repair or prepare donated equipment as needed.
9. Provide information to students, faculty and staff as required; assist and monitor students in the laboratory as necessary.
10. Assist in the annual budget preparation for the department.
11. Perform related duties as assigned.

### EMPLOYMENT STANDARDS:

#### Knowledge of:

1. Machine tools, equipment, materials and supplies.
2. Machine tool laboratory techniques and procedures.
3. Machinist methods at the journey-level.
4. Operation of a computer and assigned software.
5. Record-keeping techniques.
6. Oral and written communication skills.
7. Interpersonal skills using tact, patience and courtesy.
8. Technical aspects of field of specialty.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Perform a variety of technical duties in a College machine tools laboratory.
3. Maintain inventory and issue laboratory supplies and equipment.
4. Install, maintain and repair machine tools.
5. Design, manufacture and maintain visual aids for instructional use.
6. Set up, maintain, repair and operate computer and computer-aided machine tools.
7. Communicate effectively both orally and in writing.
8. Establish and maintain cooperative and effective working relationships with others.
9. Maintain records related to assigned activities.
10. Meet schedules and time lines.
11. Understand and follow oral and written instructions.

**Education and Experience**

Any combination equivalent to:

1. Associate's degree in machine tool technology or related field.
2. Two (2) years clerical experience as a machine tool technician or related instructional laboratory experience.

**WORKING CONDITIONS:**

**Environment:**

1. Laboratory environment.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard and assigned equipment.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.

**Hazards:**

1. Working around and with machinery having moving parts.

Date Approved: March 1, 1999  
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