SENIOR MAINTENANCE MECHANIC I (MECHANICAL TECHNOLOGY - WCC)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs various academic duties to assist faculty in the Mechanical Technology lab at the Westchester Community College. Responsibilities include the operation, repair and maintenance of laboratory equipment; inventory control; provision of technical assistance to faculty, students and staff; and the frequent use of independent judgment in the completion responsibilities. An integral responsibility of this classification is the performance of a variety of journeyman level machinist work, cutting and shaping machine parts to make repairs to broken machines, and dismantling and installing new machinery and equipment. Incumbents are fully proficient in the skills of the machinist trade, with full knowledge of the principles, tools and techniques. Working with students, faculty and staff is an essential function of this class. Supervision may be exercised over Technical Assistants and/or work study students. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Explains and/or demonstrates the use of laboratory equipment, including lathe machines, band saws, grinders, milling machines, file machines, surface grinders, drill presses, welding equipment, materials testing equipment, etc., to aid students, faculty and staff in the Mechanical Technology laboratories;

Ensures that laboratories/facilities, equipment and educational materials are in working order, clean and readily available for faculty and student use;

Distributes materials to students as needed and provides students with access to equipment and materials following established administrative/classroom procedures;

Ensures adherence to quality control and safety standards when working in lab with equipment, and ensures proper storage and security of tools and equipment;

Designs and fabricates metal parts to replace broken or worn out parts used in machinery in the lab and for other departments utilizing various machines such as drill presses, lathes, milling machines, band saws, grinders, file machines, welding equipment, etc.;

Ensures the regular calibration and maintenance of equipment, dismantling, repairing and assembling equipment as needed;

Evaluates students work to ensure projects are completed within specified tolerances;

Assists department chairperson and instructional staff in the review of equipment requirements and the selection and requisitioning of same;

Orders and maintains an adequate inventory of supplies, materials, tools and equipment;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Prepares and submits purchase requisitions for equipment and materials, may research various reference materials to select the most cost effective and efficient materials for classroom use;

Prepares preliminary budget for lab equipment, materials and maintenance supplies;

Supervises work study students assigned to work in area;

Reviews and tests incoming equipment and supplies/materials to ensure that they meets specifications;

Welds, cuts and brazes to repair broken machines parts and devices as needed;

Provides administrative assistance in the laboratory;

Interprets program/class activities to applicants, participants, students and others.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, techniques and terminology associated with the machinist trade; thorough knowledge of the accident and safety precautions of the trade; ability to use lathes, milling machine, grinders, band saws, drill press, etc., with a high degree of skill; ability to use a micrometer, to read blueprints and to draw accurate working sketches of machine parts; ability to do welding and brazing work; ability to work effectively with students and faculty; ability to repair and maintain equipment; ability to give direction to others in the use of laboratory equipment; ability to communicate effectively with both faculty and students; resourcefulness in fabricating machine parts from existing materials and with available machines; initiative in seeking improved work methods; industriousness; thoroughness; accuracy; dependability; integrity; physical strength and agility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) four years experience as a machinist, or; (b) four years of full time experience under a journeyman machinist which provided training and experience equivalent to that given in an apprenticeship program, or; (c) an Associate's Degree* in Mechanical Technology of Mechanical Engineering Technology and two years experience as a machinist.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.