**Machinist I Standard Job Description**

**Classification Title:** Machinist I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Machinist I, under general supervision, fabricates, maintains, and repairs metal parts, tools, and equipment.

**Essential Duties and Tasks:**

**40%: Mechanics**

* Performs various jobs of a mechanical nature.
* Manufactures parts from steel, aluminum, or other materials from drawings, prints, or from verbal instruction to a required tolerance.
* Manufactures parts consisting of gears, all makes of threads, shafts, adaptors, jigs, and fixtures to very close tolerances.
* Manufactures, fits, and assembles parts.

**40%: Administration**

* Orders parts for machine shop use.
* Provides support to laboratories and performs necessary maintenance on lab equipment.
* Assists faculty and students in conducting tasks and experiments and assists faculty with research projects.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* High school diploma or equivalent combination of education and experience.

**Required Experience:**

* Four years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Ability to perform mathematical computations.
* Ability to read engineering drawings and sketches.

**Additional Information**

**Machines and Equipment:**

* General Office Equipment
* Lab Equipment

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**