

**CLASS SPECIFICATION****04-25-2024****UTILITY MILLWRIGHT MACHINIST ASSOCIATE, 3628**

Summary of Duties: A Utility Millwright Machinist Associate performs duties related to the maintenance, disassembly, repair refurbishment or restoration and installation of complex mechanical machinery and equipment used in power generation, transmission and distribution, and water distribution within the infrastructure of the Department of Water and Power.

Class Characteristics: Utility Millwright Machinist Associates are appointed to positions which are designated as temporary training positions in accordance with Section 5.30 of the Rules of the Board of Civil Service Commissioners. As trainees, employment is limited to 48 months, during which time they must successfully complete an intensive specialized course curriculum with a written and practical exam to qualify for promotion to a journey-level position with a six month probationary period.

Utility Millwright Machinist Associates may work in hazardous conditions, such as high voltage stations, and in remote locations.

Examples of Duties:

- Performs field maintenance, overhaul, modification, and repair activities on all types of stationary electrical and mechanical equipment;
- Installs and erects machinery for construction projects;
- Assembles, installs, adjusts, dismantles, cleans, inspects, repairs, and modifies turbines, valves, pumps, fans, blowers, electrical motors, generators, motor-generator sets, exciters, high speed couplings, cranes, synchronous condensers, and compressors;
- Sets leveling pads for the placing of equipment such as pumps, motors, generators;
- Makes jigs for assembling machines and equipment;
- Adjusts and aligns all types of equipment such as high speed couplings, shafts, and bearings to tolerances as close as .001 inch by use of precision tools such as scales, calipers, micrometers, and dial indicators;
- Installs electrical and mechanical equipment such as lathes, milling machines, drill presses, and electrical motors at various shop locations;
- Uses all types of hand power tools such as drill motors, hydraulic wrenches, impact wrenches, and grinders;
- Uses gas torches to heat parts and equipment;
- Drills, reams, scrapes, files, and faces machine parts as required in maintenance and field erection activities;

- Moves heavy machinery and equipment by means of block and tackle, chain falls, rollers and jacks;
- Operates power hoists, cranes, and forklifts;
- Performs rigging incidental to duties;
- May be assigned to assist a supervisor; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Requirements:

1. One year of full-time paid experience as a Mechanical Helper with the City of Los Angeles; or
2. Six months of full-time paid experience as a Mechanical Helper with the City of Los Angeles and successful completion of a course in machine tool training at a community college or trade school.

License:

- A valid California Driver's License is required.

Physical Requirements:

- Strength to perform average lifting up to 70 pounds;
- Arm, hand, and finger dexterity with both hands to manipulate machine tools and controls and components;
- Back and leg coordination to bend and stoop;
- Good hearing ability; and
- Good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.