



TEXAS MILITARY FORCES
 Joint Forces Headquarters
Adjutant General's Department
 Post Office Box 5218
 Austin, Texas 78763-5218
 512-782-5001

**STATE AGENCY INTERNAL
 JOB VACANCY NOTICE - OPEN TO ON-BOARD EMPLOYEES ONLY**

JOB POSTING NUMBER: 2011-33 **DATE: 19 January 2011**
CLOSING DATE: Open Until Filled (14 calendar day minimum)

JOB TITLE: Machinist I
STATE CLASSIFICATION NUMBER: 9512 **SALARY GROUP: A13**
WORK LOCATION: Texas Readiness Sustainment Maintenance Site
 748 East McLeroy Blvd., Saginaw, Texas 76179

REFER TO:
 Mrs. Samantha Calhoun, Saginaw **OR** State Human Resources Office, Austin, Texas
 Telephone: (817) 232-5690 Ext. 1856 Telephone: (512) 782-6048

MONTHLY SALARY: \$2,378.83 to \$3,305.16
HOURS WORKED WEEKLY: 40 (Full-Time) **WORK WEEK: Monday thru Friday**
NUMBER OF OPENINGS: 1 (More than one position may be filled.)
SHIFT WORK REQUIRED: YES **NO**

(Required to work holidays, weekends, rotating shifts and after duty hours.)
JOB DESCRIPTION: As Described **FLSA: Non-Exempt** **JOB CATEGORY: S**
TRAVEL REQUIRED: YES **NO** (Minimal) **AGENCY CAR FURNISHED: YES** **NO**
(May be required to travel both in and/or out of state.)
LICENSE OR REGISTRATION REQUIRED: Valid Driver's License*
INTERVIEW PLACE & TIME: As determined by the Selecting Supervisor.

PRE-EMPLOYMENT CONDITIONS:
 Selected applicants will be required to pass a pre-employment physical and drug test prior to being hired. Physical and drug test will be scheduled at a facility selected and paid for by the Adjutant General's Department.

PROCESS: Applicant must complete and submit the State of Texas Application for Employment. Interviews are scheduled based upon information furnished on their employment application.

Upon hire with the State of Texas, males between the ages of 18 through 25 must provide proof of registration or exemption with the Selective Service. For further information, visit the Selective Service Website at:
<https://www.sss.gov/RegVer/wfVerification.aspx>

HOW TO APPLY

Contact: Mrs. Samantha Calhoun, 748 East McLeroy Blvd., Saginaw, TX 76179-4604		
APPLY ONLINE AT: www.workintexas.com	MAIL APPLICATION TO: Adjutant General's Department ATTN: JFTX-HR-S P. O. Box 5218 Austin, TX 78763-5218	APPLY IN PERSON: Monday-Friday, 8 AM to 4 PM 2200 West 35 th St. Camp Mabry, Building 10A Austin, TX 78703
FAX APPLICATION TO: (512) 782-5669		
EMAIL APPLICATION TO: txagdstatejobs@tx.ngb.army.mil		

The Adjutant General's Department does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. If you are in need of a reasonable accommodation, contact the State Human Resources Office, Adjutant General's Department.

GENERAL DESCRIPTION

Performs moderately complex machinist (welder/fabricator) work. Operates metal working machines and tools fabricating, repairing, rebuilding, and constructing mechanical equipment. Provides welding duties in support of maintenance activities. Reports to the Allied Trades Maintenance Supervisor and works under general supervision with moderate latitude for the use of initiative and independent judgment.

JOB DUTIES AND RESPONSIBILITIES

- Reconditions and repairs all types of automotive body components.
- Interprets military technical manuals, illustrations, specifications, diagrams and similar guides to make repairs and modifications.
- Disassembles damaged mobile equipment bodies and components to determine nature and extent of damage and required repairs.
- Repairs damaged equipment components such as fenders, panels, hoods, cowls, truck beds and associated parts, such as brackets, covers, clamps and braces. Repairs bodies by mending, replacing, or fabricating with sheet metals.
- Assists in repairing damaged main frames and structural components such as doorposts, doorframes, skeletal framework and main support member.
- Fabricates, assembles, and installs a variety of components made of sheet metal for assorted military vehicles.
- Lays out and cuts material allowing for seams, joints, laps, and shrinkage. Bends and forms metal parts into desired shapes with hand and power tools and equipment. Uses equipment such as shears, brakes, folders, formers, crimping, burring, and bending machines. Assembles and fastens fabricated parts by installing bolts, rivets, screws, soldering, and welding. Repairs folds, wrinkles, creases, and large tears in fenders, doors, and roofs using hammers, dolly blocks, spoons, bends irons, mallets, sanders, grinders, files and hydraulic jacks. Prepares surfaces for painting by filling and sanding.
- Removes and replaces damaged fenders, quarter panels and top panels, by cutting and welding with oxyacetylene and electric arc welding equipment. Applies knowledge of the properties and behavior of light sheet metal to control and prevent warping and distortion while welding. Shrinks and stretches sheet metal to obtain desired shape and fit. Removes and replaces door trim, hardware, windshields, door glass, headliner and other body components.
- Repairs radiators, fuel tanks and similar items by straightening, soldering, patching, tube rodding and splicing, plugging core sections, replacing cores and pressure testing for leaks.
- Removes, disassembles, reassembles and installs radiators, fuel tanks and similar items.
- Occasionally performs electrical repair work such as removing, splicing, insulating, soldering and replacing cut or defective wiring on mobile equipment.
- Performs other duties as assigned.

GENERAL QUALIFICATION REQUIREMENTS

EDUCATION: Graduation from a standard senior high school or equivalent required.

EXPERIENCE: Must be a current employee with six months of relevant experience in vehicle body repair.

PREFERRED:

- Six months experience in fabrication or machinist related work is preferred.
- Six months experience in all phases of metal working, to include shrinking and stretching is preferred.
- Six months experience in gas and electrical welding is preferred.
- Six months experience using tools (i.e. shears, brakes, press, etc.) is also preferred.

REGISTRATION, CERTIFICATION OR LICENSURE: Valid driver's license is required. *Texas Driver's License will be required within first 30 days of employment. Satisfactory driving records are required for driving state or personal vehicles to conduct agency business.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of machine shop manuals and materials involved in manufacturing and repairing all types of equipment.
- Knowledge of personal protection equipment (PPE) required under OSHA.
- Knowledge of electric, gas, and other welding processes.
- Skill in applying relevant processes in manufacturing, fabricating, repairing, modifying, rebuilding and assembling various types of metal and alloys.
- Skill in performing basic math.
- Ability to interpret military technical manuals, illustrations, specifications, diagrams and similar guides to make repairs and modifications.
- Ability to follow instructions and plans in oral and written form.
- Ability to travel both in and out of state.
- Ability to work holidays, weekends, rotating shifts and after normal duty hours.

PHYSICAL CONDITIONS

Work involves standing, walking, stooping, kneeling, climbing, and crawling. Work may be done in awkward and cramped positions. Frequently lifts, carries, and sets up equipment and materials that weigh up to 40 pounds. Often is exposed to the possibility of receiving burns or skin irritations from acid, fluids, and lubricants.

WORKING CONDITIONS

Works inside and outside areas that are usually dusty, dirty, or greasy. **Often works outside in inclement weather and may be subject to burns, cuts, scrapes, bruises and broken bones.**

The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.