

## **Welder**

### **Purpose Statement**

The job of Welder is done for the purpose/s of meeting demands and completing work orders in a timely manner; installing, repairing and fabricating materials out of metal; ensuring availability and functioning of required items; and ensuring safety and resolving immediate safety concerns.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Maintenance Foreman - Roof and Grounds

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### **Essential Functions**

- Constructs equipment (e.g. bike racks, handrails, ladder racks, gates, playground equipment, etc.) for the purpose of enhancing the functioning and appearance of buildings and grounds.
- Coordinates with site administration, head custodian and other trades for the purpose of completing projects/work orders efficiently.
- Installs various items (e.g. railings, ladder racks, covers handicap door openers, fences, steam and water lines, etc.) for the purpose of completing projects safely and within established time frames.
- Maintains job related, tools and equipment for the purpose of ensuring the availability of items in safe, operating condition for work assignments.
- Operates heavy equipment (e.g. tractors, back hoe, mowers, trucks, etc.) for the purpose of installing equipment and maintaining district buildings and facilities.
- Participates in meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs cement work for the purpose of making pads, walks, and driveways for district buildings.
- Prepares reports for the purpose of documenting activities, providing written reference and/or conveying information.
- Removes snow for the purpose of ensuring parking lots and sidewalks are safe for vehicles and people.
- Repairs metal surfaces (e.g. doors, fences, gates, playground equipment, furniture, tools, parts, handicap ramps, kitchen equipment, etc.) for the purpose of ensuring safe and efficient use of items.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in welding; planning and managing projects; preparing and maintaining accurate records; and operates light equipment not requiring a drivers licenses to perform job functions.

**KNOWLEDGE** is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and knowledge of different types of metals and welding rods.

**ABILITY** is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data. Have the Ability for regular and reliable attendance.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience** Job related experience within a specialized field is required.

**Education** Community college and/or vocational school degree with study in job-related area.

**Equivalency** .

**Required Testing**

**Certificates**

Journeyman's license, CDL license

**Continuing Educ./Training**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

**Approval Date**

**Salary Range**

Non Exempt