

# **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

## **JOB TITLE: WELDER MAINTENANCE DEPARTMENT**

### **GENERAL STATEMENT OF JOB**

Under general supervision, performs skilled work in the welding trade area to ensure the safe and efficient operation of fixtures, apparatus, and other elements in the technical trade area. Work involves performing welding and cutting functions to fabricate or repair metal utilizing oxygen/acetylene, MIG, TIG, and plasma methods. Work also involves maintaining and repairing associated welding, cutting, and safety equipment. Employee must exercise independent judgment and initiative in performing assigned duties. Reports to the Heavy Equipment Foreman.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Utilizes oxygen/acetylene, MIG, TIG, and plasma methods to perform welding and cutting functions in the fabrication and/or repair of all types of metals.

Maintains and repairs associated welding and cutting equipment.

Maintains all related safety equipment associated with welding and cutting.

Complies with all safety and environmental laws, statutes, regulations, and policies.

Requests, maintains and is responsible for the inventory and accountability of material, tools, repair parts and equipment assigned and is issued for use.

Inventories all tools and equipment quarterly and submits results via the appropriate supervisor(s) to the Director for consideration .

Have considerable knowledge of the operational capabilities of the District's computerized work order system and is able to provide assistance as needed to subordinates working in the trade.

Must have considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented.

## **WELDER**

Responsible for the ensuring assigned automotive equipment is operated and maintained as outlined in applicable district's procedures.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school supplemented by vocational training in the welding field and 3 to 5 years of welding experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENT**

Possession of a Class A CDL driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment and machinery including various types of welding machines, welding tools, assorted hand tools, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Physical demand requirements are for Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

## **WELDER**

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read work orders, logs, receipts, inventory lists, etc. Requires the ability to prepare simple reports, work orders, receipts, etc., according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively in standard English.

**Numerical Aptitude:** Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the practices and procedures associated with the welding trade.

## **WELDER**

Considerable knowledge of approved welding methods, practices, code requirements and safety standards.

Considerable knowledge of the occupational hazards and safety precautions of electrical work and other trades required of the position, including practices and procedures for the safe handling of asbestos-containing materials.

General knowledge of the tools and equipment used in the fabrication and repair of metal.

General knowledge of the occupational hazards and safety precautions of welding work.

Skill in the use and care of hand and power tools and equipment necessary to perform welding fabrication and repair tasks.

Ability to utilize various welding machinery and methods to fabricate and repair metal.

Ability to perform manual labor for extended periods of time as required by work assignments.

## **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.