



Job Title: Welder

Exemption Status/Test: Non-Exempt

Reports to: Grounds Supervisor

Date Revised: April, 2016

Dept. /School: Maintenance

Primary Purpose:

Under general supervision, constructs, installs and repairs various sizes and types of gates and fences. Performs various duties using Welding, Cutting and Fabricating equipment.

Qualifications:

Education/Certification:

High School Diploma or GED
Clear and valid Texas driver's license (CDL preferred)

Experience:

Five (5) years' experience in welding, fence installation and repair, along with playground equipment installation and repair
Five (5) years' experience with school district programs preferred

Special Knowledge/Skills:

Knowledge of routine installation and repairs using best practices and methods
Knowledge of MIG, TIG and ARC welding guidelines
Knowledge of minor repair techniques and building maintenance: Experienced in welding stainless steel, aluminum and mild steel
Knowledge and ability to troubleshoot and implement appropriate preventative measures and follow proper welding and metal techniques
Willing to perform other duties as assigned

Major Responsibilities and Duties:

1. Installs and repairs fences to specification including welding, gate construction, concrete work, setting posts, and installing hardware.
2. Demonstrates the ability to fabricate and repair various types of window guards and handrails.
3. Estimates materials and procures the proper materials and supplies for completion of the work order.
4. Demonstrates accountability in maintaining accurate records for labor, materials, work order completion, and other maintenance records.
5. Identifies and resolves various maintenance repair problems related to the fence, welding and playground crafts.
6. Operates hand/power tools and equipment required in the craft, using good safety practices.
7. Maintains tools, equipment, and supplies assigned.
8. Demonstrates initiative in relation to the position, including job planning through job completion.

9. Provides effective communication with Principals, Department Heads, and others in scheduling various maintenance repairs.
10. Reports maintenance problems that are observed which may or may not be covered by the craft.
11. Perform all other tasks and duties as assigned.

Safety

12. Maintain safety standards in accordance with federal, state, district, and insurance regulations and train technicians on proper and safe use of equipment and chemicals.
13. Ensure that established safety procedures are followed including lifting and climbing. Make sure that tools and equipment are operated and chemical handled according to established safety procedures.
14. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
15. Follow established procedures for locking, checking, and safeguarding facilities.

Inventory and Equipment

16. Evaluate and recommend welding/installation supplies and equipment to be used.
17. Prepare, implement, and maintain preventive maintenance schedules for welding/installation equipment. Ensure that maintenance is completed and equipment is in safe operating condition.
18. Conduct regular inventory of physical equipment and supplies and maintain accurate records, order tools, equipment, and supplies as needed.

Other

19. Assist in the preparation of department budget.
20. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
21. Compile, maintain, and file all reports, records, and other documents as required including maintaining accurate information for payroll reporting (time cards, tardiness, and absenteeism).

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard cleaning tools and equipment; standard yard maintenance equipment; may use small hand tools and power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

Motion: Frequent walking; climbing stairs; ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.