POSITION DESCRIPTION

TITLE: Skilled Craftsman - Welder
LOCATION: Maintenance Department
REPORTS TO: Manager, Maintenance
DEPARTMENT: Maintenance Department

SUMMARY STATEMENT:
The Welder position will be responsible for the maintenance welding shop area and equipment.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public.
2. Be able to do all burning and welding for the Maintenance Department.
3. Do mechanical work for the Maintenance Department.
4. Be able to do fabrication work as needed.
5. To have responsibility of maintenance welding shop area and equipment.
6. Provide craftsman type work for the school district.
7. Fabricate, repair, using both heilearch and acetylene.
8. Operate a metal lathe.
9. Order all materials needed to perform duties, through Inventory Control.
10. Travel from location to location to accomplish tasks.
11. Perform first aid/CPR when necessary.
12. Successfully complete all required district training within a timely manner.
13. Must comply with all district and government safety regulations.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
- Hearing (66-100%)
- Lifting/Carrying Up to 75 lbs. (33-66%)
- Walking (66-100%)
- Pushing/Pulling (33-66%)
- Use of hands and/or arms for repetitive motion (66-100%)
- Bending/Stooping (66-100%)
- Vision (66-100%)
- Climbing (33-66%)
- Driving (66-100%)
- Required to work outdoors in inclement weather
- Exposure to dirt, dust, noise

MENTAL DEMANDS REQUIRED:
- Reading Documents (66-100%)
- Training (Up to 33%)
- Customer Contact (33-66%)
- Multiple Concurrent Tasks (33-66%)
- Verbal Communication (66-100%)
- Math (33-66%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
- Welding (acetylene and arc) equipment, metal lathe.
**MINIMUM QUALIFICATIONS:**
1. A minimum of two years welding experience and two years of welding trade school or Journey-level Welder status.
2. Must be a certified welder able to weld in all three positions. All position welding must be able to pass tests by independent testing lab, pertaining to strength of weld.
3. Demonstrated ability to communicate effectively.
4. Demonstrated organizational skills and the ability to follow through.
5. Must be able to repair, dismantle and assemble machines in all school district buildings and Maintenance Department.
6. Demonstrated ability to operate the tools and equipment as listed above.
7. Demonstrated ability to establish priorities.
8. Must be able to operate a metal lathe.
9. Must be able to travel from location to location to accomplish tasks.
10. Must possess or be able to acquire a first aide/CPR card within 30 days of employment.
11. Must be able to acquire a Commercial Driver's License (CDL) within the first six months of employment.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-262  Days Per Year (Includes Holidays)
8  Hrs. Per Day

PSE: ____________________________  Date: _______________

District: ____________________________  Date: _______________

Revised Date: 04/14/2011
Classification: Maintenance
Class: Skilled Crafts
Display on Web? Yes

Skilled Craftsman - Welder