

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Foreman – Welding
Pay Table:	Support
Pay Grade:	17
FLSA Status:	TBD
Job Code:	619
Reports to:	Maintenance Coordinator

JOB SUMMARY

Under the general supervision of a Maintenance Coordinator the Welding Foreman confers with maintenance staff members, administrators, and other district personnel requiring welding services; plans and designs welding-related construction and maintenance projects; assigns work to welding personnel; supervises district welders; and assists with completion of welding maintenance, fabrication and construction activities and projects.

ESSENTIAL JOB FUNCTIONS

- Assists in determining project requirements and in developing fabrication, construction or repair alternatives.
- Assists with design of projects; prepares estimates, specifications, etc.
- Reviews and assists in prioritizing job sheets and maintenance work requests. Assigns work schedules and daily tasks to welding department employees.
- Orders parts and material, computing quantities needed and scheduling deliveries to job sites.
- Inspects job site work, assists crews with problems, supervises projects to completion.
- Investigates products and techniques, ensuring that the department remains technologically current.
- Provides basic skill and safety training to crews.
- Reports to coordinator to review projects.
- Maintains computer records (e.g., work requests, job sheets) and prepares reports as needed.
- Welds and repairs metal furniture and fixtures (e.g., tables, metal doors and frames, vacuum handles).
- Repairs boilers. Replaces tubes, welds pipes, etc.
- Repairs and rebuilds heavy equipment; fabricates and installs parts (i.e., snowplows, lawnmowers, truck hitches).
- Repairs building equipment (i.e., rebuilds fan shafts, repairs broken heaters, repairs manifolds and other cast iron moldings, repairs water tanks and hot water heaters).

- Designs and fabricates equipment, components, and parts, such as the following: Constructs frames for fans. Constructs safety covers and shields for equipment. Builds boxes for automatic sprinkling system controls. Designs and constructs sides and end gates for trucks. Designs and fabricates solutions for construction complications. Designs and fabricates metal building components.
- May be assigned to assist with snow removal.
- May drive truck.

MINIMUM REQUIREMENTS

- Completion of formal 4-year apprenticeship preferred.
- High School diploma or equivalent and some college-level coursework.
- Four (4) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Driver's license. CDL required.
- Water vessel welding certification, Heavy Equipment operator license, Team Work certification, Equipment Procurement and Policies and Regulations, Application of Employees Code of Ethics and Play Ground Inspector licenses.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical functions.
- Knowledge of welding and metals. Capable of welding 1/4" to 3/4" in overhead, vertical, up or down positions. Able to weld 3/4" to 14" pipe in all positions. Capable of MIG welding vertical, up or down positions. Capable of welding cast housings, all grades of cast iron (pump housings, motor mounts, equipment). Capable of welding all types and grades of aluminum and stainless steel. Ability to use gas and acetylene, arc and MIG welders, patterns torch, track torch, cutting equipment
- Ability to thaw frozen lines (water and sewer).
- Knowledge and skill in maintaining, installing and troubleshooting the following: Metal doors, frames and hinges. Bleachers (manual and motorized). Basketball standards, including motors and gear boxes and squaring and centering on court. Playground equipment, including backstops, big toys and bike racks. Lunch room tables and kitchen equipment. Equipment used in grounds maintenance. Building equipment (boilers and pumps). Heating and domestic hot water circulating pumps. Handrails (interior and exterior). Chain-link fences. Equipment required on soccer and baseball fields. Steel cable systems, winches and stage equipment.
- Knowledge of plumbing.
- Ability to operate computer for record keeping (i.e., job sheets, work requests, and ordering materials).
- Knowledge of material safety data sheets (MSDS) preferred.
- Ability to manage the budget and make budget recommendations.
- Ability to prepare and/or process purchase orders.
- Ability to maintain inventory and property.

PHYSICAL DEMANDS

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing,

kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in an environment where errors on their part can lead to significant physical or mental consequences for themselves or others.

The Davis School District has the right to revise this position description at any time.