



MAINTENANCE WELDER

Revision Date: 11/20/13

BRIEF DESCRIPTION OF POSITION:

Under the supervision of Director of Maintenance, Operations and Transportation, performs skilled welding duties including maintenance, repair and fabrication welding; performs other maintenance and repair duties, as assigned.

STATEMENT OF ESSENTIAL DUTIES:

- a. Constructs, alters, and repairs metal materials and surfaces including desks, chairs, fences, doors, lockers, athletic equipment and facilities, pipes, rails, and maintenance equipment.
- b. Designs, layouts, and fabricates metal parts and objects.
- c. Performs a variety of building maintenance duties including maintaining, repairing and replacing windows, doors, locks, closures and ceiling and floor tiles; patches walls and ceilings.
- d. Maintains and repairs cabinets, counters, bleachers, and other furniture, equipment and facilities.
- e. Estimates materials required for maintenance projects and orders materials and supplies, as needed.
- f. Operates a variety of equipment and machines including gas and arc welding equipment, saws, jointers, and other hand and power tools.
- g. Maintains routine records related to work orders and maintains activities.
- h. Provides assistance to other maintenance trades projects as assigned or as necessary.
- i. Performs other related tasks and assumes responsibilities, as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods, equipment and materials used in the welding trade.
- Methods, equipment and materials used in general maintenance work.
- Proper methods of storing equipment, materials and supplies.
- Appropriate safety practices and procedures.
- Health and safety regulations applicable to gas and arc welding.

Ability to:

- Perform skilled welding work including maintenance, repair and fabrication welding.
- Perform general maintenance work.
- Operate equipment and machines including gas and arc welding equipment, saws, jointers and other hand and power tools safely and efficiently.
- Maintains tools and equipment in clean and proper working condition.
- Estimate materials required for maintenance projects.
- Understand and follow oral and written directions.
- Work from blueprints, shop drawings and sketches.
- Maintain routine records.
- Observe legal and defensive driving practices.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above and two years skilled experience in the welding trade.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Shop environment; exposure to sparks, fumes, and noise.