Job Description
MOORE PUBLIC SCHOOLS

Job Title: Playground Equipment Repairer and Welder Foreman

Qualifications:

Credentials: Valid Oklahoma Drivers License and acceptable driving record.

Education: High school, GED and specialized vocational training in welding preferred.

Training or Experience Required: Between 3 to 4 years of directly related experience or training in welding. Must be experienced in stick and wire feed welding, cutting, and fabricating

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business). Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as basic blueprints, charts, diagrams, maps or instruction material.

Tools and Equipment Usage (other than keyboards, or office machines): Uses tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training.

The most complex tools or equipment necessary to perform satisfactory include knowledge of and proper use of arc welders, acetylene and wire welding.

Site: Various

Reports To: Director of Maintenance

Job Goal (Purpose of Position): Performs skilled/full journey-level duties under general supervision to help maintain or repair playground equipment, repair furniture, metal doors, and anything that needs welding in the district.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion he will have to utilize discretion, ingenuity and independent judgment due to the complexity of the job.

Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact with members of own staff or district. Some interpersonal interaction or communication is required.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems. It requires following safety guidelines and policies to reduce accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some initiative, self discipline and effective problem solving are necessary for the success of the position.

Essential Job Functions:

1. Performs general metal work and welding. Performs stick, wire feed and acetylene welding and cutting.

2. Installs metal doors and frames. May assist in building sheet metal work and ducts.

3. Maintains playground equipment. Installs and repairs gates and fences.

4. Installs or repairs hand rails, signs, sign poles, and fabricates other metal parts. Repairs and builds trailers, furniture and fixtures.

5. Performs and/or oversees concrete and asphalt laying, trawling and repair.

6. Moves and sets up pre-fabs.

7. Informs supervisor of parts, equipment and other supplies that are necessary to do job.

8. Cleans work area and maintains welding shop and tools, including assigned vehicle.

9. Operates various heavy equipment including backhoe, loader, dump truck, box blade, lay down asphalt machine, etc.

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10. Performs other duties as assigned.

Supervision exercised: An incumbent does not directly supervise.

Physical/Mental Requirements and Working Conditions:

In a work day, the employee must stand/walk 6-7 hours per day. Employee's job requires frequent bending/stooping, squatting/crouching, crawling/kneeling, pushing/pulling; requires occasional climbing and reaching.

Employee's job requires frequent carrying/lifting of up to 75 pounds loading material, building playground equipment, etc. Job requires employee to use both feet for repetitive movements; both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation.

Employee must possess manual dexterity/visual ability to operate hand and power tools safely. Employee must possess hearing/speaking ability to provide instructions and communicate.
Employee must be able to hear sufficient to know if there is an equipment malfunction.

Employee's job requires working on unprotected heights; Use of/close to machinery; working in the outdoors with temperature changes; driving motorized equipment; exposure to toxic gas, solvents, paints, etc.

SUBJECT TO BE ON CALL 24 HOURS

TERMS OF EMPLOYMENT: 261 days per year

SALARY: Category F

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Revised 1998-99 Negotiated Contract
Approved 08-09-93
Revised 01-16-01
Revised 07-01-09