

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Senior Welder	Reports To:	Maintenance Superintendent
Salary Range:	B22	Approved by Board of Directors:	10/10/2012
FLSA Status:	Non-exempt	Unit:	Field
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i></p>			

Definition

To organize, assign and review the work of assigned personnel engaged in skilled welding duties in support of District maintenance and operations programs; to perform duties requiring specialized knowledge; and to provide administrative support to assigned supervisor.

Distinguishing Characteristics

This is the advanced journey level in the Welder series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel, preparing design and layout for complex welding and fabrication work, and performing difficult welding duties related to repair and maintenance of District facilities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

Supervision Received and Exercised

Receives direction from the Maintenance Superintendent.

Exercises technical and functional supervision over assigned maintenance personnel.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Plan, prioritize, and review the work of staff assigned to a variety of skilled welding repair, maintenance, and fabrication duties.
2. Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
3. Participate in evaluating the activities of staff, recommending improvements and modifications.
4. Provide and coordinate staff training; work with employees to correct deficiencies.
5. Perform skilled welding, cutting, brazing and solder techniques using electric arc, oxyacetylene, and Mig and Tig welding to install and repair facility, construction and related mechanical equipment.

6. Rebuild, repair and replace parts and accessories on heavy construction equipment and other vehicles in the shop and field; repair pumps, meters, pipelines, fittings and related equipment.
7. Fabricate special parts for plant and field equipment, including preparation, measurement, layout, and shaping of surfaces to be welded or fabricated.
8. Make and repair a variety of metal items including fences, racks, shelving, ladders, tool boxes and equipment stands; work from a variety of blueprints and sketches.
9. Read and interpret plans and specifications; make estimates of labor, materials and supplies needed to perform the work; requisition materials and supply as needed.
10. Perform repairs, fabrication and installation in a shop environment or at field locations using portable welding equipment; respond to field emergencies and perform on-site repairs.
11. Perform the most difficult work related to design, layout, and welding repair, maintenance, and fabrication.
12. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
13. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- Design and layout techniques necessary for metal fabrication.
- Tools, equipment, methods, and techniques used in the welding and fabrication of parts for repair and maintenance of various vehicles, equipment, pipes, pipelines, and water distribution system facilities.
- Working properties of steel and other structural metals.
- Metallurgy, metal alloys and their characteristics.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of effective customer service.

Ability to:

- Provide technical and functional supervision over assigned staff; effectively train staff.
- Perform the most complex duties related to skilled welding and fabrication work in the installation and repair of a variety of machinery, equipment, tools, pipelines and fittings.
- Read and interpret blueprints and specifications.
- Design and layout projects within specifications.
- Work outdoors in unusual weather conditions and rugged terrain; perform manual labor as required to accomplish work.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible journey experience similar to Welder II with the Nevada Irrigation District.

Education:

Equivalent to completion of the twelfth grade.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Possession of certification as a forklift operator within one year of appointment.

Working Conditions

Environmental Conditions:

Work is performed in a shop environment on a year-round basis subject to outdoor weather conditions including extreme heat and cold and to wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock and ARC flash.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 75 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand maintenance activities, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others; handle conflict.