

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Welder I/II	Reports To:	Maintenance Superintendent
Salary Range:	A82 / B02	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 perform skilled welding duties in support of District maintenance and operations programs; to use various welding equipment and methods to install, repair and fabricate parts for facilities, machinery, vehicles, equipment, pipelines and related fittings; and to perform other skilled maintenance duties relative to assigned area of responsibility.

Distinguishing Characteristics

Welder I: This is the entry level class in the Welder series. Positions in this class typically have little or no directly related work experience. The Welder I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Welder II: This is the journey level class in the Welder series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Welder in that the latter provides technical and functional supervision to lower level classes and performs difficult and complex skilled welding tasks.

Supervision Received and Exercised

Welder I

Receives immediate supervision from the Maintenance Superintendent; receives technical and functional supervision from the Senior Welder.

Welder II

Receives general supervision from the Maintenance Superintendent; receives technical and functional supervision from the Senior Welder.

Essential Function Statements

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

1. 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.

2. 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.
3. Fabricate special parts for facilities and field equipment, including preparation, measurement, layout, and shaping of surfaces to be welded or fabricated.
4. 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.
5. Read and interpret plans and specifications; make estimates of labor, materials and supplies needed to perform the work; requisition materials and supply as needed.
6. 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.
7. Adjust and perform minor maintenance on welding equipment and other hand and small power tools.
8. Maintain records and logs of work performed; prepare clear and concise reports as required; track and maintain inventory of required materials; order additional materials as necessary.
9. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
10. Perform related duties as assigned.

Qualifications

Welder I

Knowledge of:

- Basic methods, materials, and equipment used in skilled welding repair and fabrication.
- Basic mathematical principles.
- Principles and procedures of record keeping.
- Principles and practices of effective customer service.

Ability to:

- Perform a variety of skilled welding tasks to repair and maintain District equipment and facilities.
- Operate a variety of welding equipment in a safe and effective manner.
- Learn repair and maintenance tasks related to a variety of District structures and equipment.
- Learn working properties of steel and other structural metals.
- Learn metallurgy, metal alloys and their characteristics.
- Learn to read and interpret blueprints and specifications.
- Learn to layout and design projects within specifications.
- Learn to fabricate special parts to complete repairs.
- Prepare surfaces for welding.
- Work outdoors in unusual weather conditions and rugged terrain; perform manual labor as required to accomplish work.
- Learn to 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.

Welder II

In addition to the qualifications for the Welder I:

Knowledge of:

- Methods, materials and equipment used in metal welding and fabrication.
- Welding methods and techniques including Mig, Tig and arc welding.
- Working properties of steel and other structural metals.
- Metallurgy, metal alloys and their characteristics.
- Modern office equipment including use of applicable computer applications.

Ability to:

- Perform installation and repair work on a variety of machinery, equipment, tools, pipelines and fittings.
- Fabricate special parts to complete repairs.
- Read and interpret blueprints and specifications.
- Layout and design projects within specifications.
- Operate and use modern office equipment including a computer and applicable software.

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:

Welder I: One year of metal welding and fabrication experience is desirable.

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

Education:

Equivalent to the 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.

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.