

Welder/Mechanic	
Job Description	
Job Grade: 13	Job Code: None
Job Group:	Job Family:
Department Name For This Position: Street	Position Reports To (Immediate Supervisors Title): Street Superintendent/Assistant Street Superintendent
Physical Location For This Position: Street	This Position Is: Non Exempt
This position is safety sensitive: Yes	Security Sensitive: No

General Description

Under general supervision, performs journey level electric, heliarc, and oxyacetylene welding in the fabrication and repair of heavy duty equipment and trucks; assists in the repair of City vehicles and equipment; tunes, services and makes repairs to automotive and mechanical equipment; performs related duties as required.

Essential Duties and Responsibilities

1. Fabricates parts for, makes alterations to, and repairs heavy duty and industrial equipment and trucks in the shop using welding equipment.
2. Lays out, positions and welds fabricated, cast and forged component parts together working from blueprints, sketches, verbal or oral instructions.
3. Performs a combination of welding duties such as heliarc welding, oxyacetylene cutting, welding and brazing, electric arc-air cutting and gouging of metals, arc welding of various metals, sheet metal work, repair of hand tools and design and installation of hitches, working from oral directions, sketches and blueprints.
4. Operates and maintains welding shop machinery and equipment.
5. Performs and assists in the minor and major repairs of City vehicles and equipment; inspects and diagnoses trouble and determines extent of necessary repairs to automotive and mechanical equipment; over-hauls, adjusts, and repairs diesel and gasoline engines; cleans, repairs, and replaces carburetors and exchanges batteries.

Fiscal Responsibilities

Annual budget total value

Funds, facilities & equipment total value

Supervisory Responsibilities

How many non-supervisory employees are directly supervised by this position?

How many supervisors report to this position?

How many employees, in total, report to the other supervisors?

What departments (if any) are supervised by this position?

Street Superintendent / Assistant Superintendent

- Responsibilities For Work Of Others: Supervises a MODERATE SIZE GROUP (8-15) of employees, but possibly smaller if difficult, SEMI-TECHNICAL work, requiring considerable direction and assistance, is involved. Plan, direct and coordinate work, make decisions, and perform personally the more difficult aspects of the same broad assignment.
- Responsibility For Funds, Equipment, Property, Etc.: OCCASIONALLY responsible for organization's property where carelessness, error, or misappropriation would result in MODERATE damage or MODERATE monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

Education And Experience

- Education: Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school, with particular emphasis during high school in office skills, shop skills, or others.
- Experience General: 4 years related experience and/or training.
- Experience Management: 19 to 23 months related management experience.

Work Skills

- Analytical Ability/ Problem Solving: DIRECTED. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review.

Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

- Planning: CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work; may also OCCASIONALLY assist in the planning of work assignments performed by others within a limited area of operation.
- Decision Making: Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also FREQUENT opportunity for decision-making of MAJOR IMPORTANCE; the latter of which would affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a MODERATE DEGREE.
- Supervision Received: Under direction where a definite objective is set up and the employee PLANS AND ARRANGES OWN WORK, referring only UNUSUAL CASES TO SUPERVISOR.
- Accuracy: Probable errors would not likely be detected until they reached another department, office or patron, and would then require CONSIDERABLE time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a LIMITED EXTENT, but where succeeding operations or supervision would NORMALLY PRECLUDE the possibility of a serious situation arising as a result of the error or decision.
- Communication Skills: Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.
- Mathematical Skills: Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.
- Critical Thinking Skills: Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.
- Mental Demand: CLOSE MENTAL DEMAND. Operations requiring CLOSE AND CONTINUOUS ATTENTION for control of operations. OPERATIONS REQUIRING INTERMITTENT DIRECT THINKING to determine or select the most applicable way of HANDLING SITUATIONS regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

Other Skills

undefined

Accountabilities

- Freedom To Act: STANDARDIZED. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.
- Annual Monetary Impact: VERY SMALL: Job creates a monetary impact for the organization up to an annual level of \$100,000.

- Impact Of Job On End Results: MODERATE IMPACT. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

Certificates, Licenses, Registrations

Required

CDL

Preferred

None

Contacts With Public and Employees

- Contacts With Employees: Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems that necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.
- Contacts With Public: Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

Machines, Equipment & Computers

- Use Of Machines, Equipment And/Or Computers: Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

Software Skills Required

Software Ability

- 10-Key: None
- Accounting: None
- Alphanumeric Data Entry: Basic
- Contact Management: None
- Database: None
- Enterprise Resource Planning: None

- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: None
- Programming Languages: None
- Spreadsheet: None
- Word Processing/Typing: Basic

Other Software Skills

undefined

Work Environment

How much exposure to the following environmental conditions does this position require? Show the amount of time by checking the appropriate boxes below.

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Frequently
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Occasionally
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Occasionally
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Occasionally
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Frequently
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Occasionally
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Occasionally
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Occasionally
- Indicate the level of noise that is typical for the work environment for this position by checking the appropriate box below.: Loud (metal can manufacturing department, large equipment, etc.)

- Working Conditions: Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exists (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

Physical Demands

Physical Activities

- Stand: Regularly
- Walk: Frequently
- Sit: Occasionally
- Use hands to finger, handle, or feel: Frequently
- Reach with hands and arms: Frequently
- Climb or balance: Occasionally
- Stoop, kneel, crouch, or crawl: Occasionally
- Talk or hear: Frequently
- Taste or smell: Occasionally

Weight Lifted

- Up to 10 pounds: Frequently
- Up to 25 pounds: Frequently
- Up to 50 pounds: Occasionally
- Up to 100 pounds: Occasionally
- More than 100 pounds: Never

Vision requirements

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Color vision (interpreting color software screens or reports; work duties that require the ability to identify and distinguish colors).
- Peripheral vision (seeing 180 while focusing on a given object or area; work duties that require seeing beyond or around the focused vision area).
- Depth perception (ability to utilize three-dimensional vision to judge distances, placement of objects and spatial relationships).
- Ability to adjust focus (work duties that require the ability to adjust the eye to bring an object into sharp focus at various distances or focal lengths).
- Physical Demand: MODERATE DIVERSITY, MODERATELY PHYSICAL: Work activities which allow for a MODERATE AMOUNT OF DIVERSITY in the

performance of tasks which requires SOMEWHAT DIVERSIFIED PHYSICAL DEMANDS of the employee.

Additional Information

Core Competencies / Additional Info

Thorough knowledge of oxyacetylene, heliarc and electric arc welding process and the use of welding equipment and machinery. General knowledge of brazing and soldering processes; metal cutting and shaping processes; metal work, forging, drawing, tempering and hand tool manufacture and repair; ability to set up and operate electric arc and oxyacetylene welding equipment to perform welding operations; judge temperatures and the quality of welding joints and use skill in the operation of welding tools;.

Yet More Additional Info

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