

DISCLAIMER: This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

COUNTY, TENNESSEE
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

WELDER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform skilled work associated with welding/fabricating metal components and repairing/maintaining automotive/maintenance equipment. Duties and responsibilities include performing welding repair work, operating welding/cutting equipment, performing general maintenance work, and performing other tasks as assigned. Reports to Foreman.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs welding/fabrication work on light/heavy equipment, vehicles, tractors, trailers, generators, mowing equipment, or other metal structures; assists with general maintenance projects and other department projects as needed.

Ensures that welding, repair, and maintenance activities are in compliance with applicable laws and regulations; initiates any actions necessary to correct deviations or violations.

Performs specialized and manual tasks associated with welding/fabrication work, which may include welding metal parts together, repairing metal parts, fabricating special parts and apparatus, increasing size of metal parts, repairing broken or cracked parts, or patching/filling cracks/holes.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a utility truck, welding machine, cutting torch, arc welder, air compressor, generator, pressure washer, grinder, welding tools, mechanic tools, or two-way radio.

Inspects/tests machinery, equipment and parts for proper operations; makes appropriate adjustments, repairs, or replacements; reports problem situations.

Performs general and preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking/replacing fluids, greasing equipment, washing/cleaning equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Transports, loads and unloads various equipment and materials used in projects.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Monitors inventory levels of department materials, tools, equipment, and supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement materials.

Prepares or completes various forms, work orders, or other documents.

Receives various forms, reports, correspondence, work orders, diagrams, specifications, service bulletins, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Provides response to after-hours calls or emergency situations as needed.

ADDITIONAL FUNCTIONS

Performs various general/manual work tasks associated with department projects, which may include erecting concrete forms, removing graffiti, moving furniture, building scaffolding, climbing ladders, or lifting/moving heavy materials.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in welding and fabrication; supplemented by three (3) to five (5) years previous experience and/or training involving welding, fabrication, building construction/maintenance, and equipment operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. May require possession and maintenance of valid Certified Welder certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/ PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 4 Maximum Continuous Time: 6

2. SITTING

Estimated Total Hours: 4 Maximum Continuous Time: 6

3. LIFTING/CARRYING

Objects:

| Weight | Hourly | Daily | Weekly | Monthly | Never |
|------------|--------|-------|--------|---------|-------|
| <10 lbs | X | X | | | |
| 11-25 lbs | X | X | X | X | |
| 26-50 lbs | | | | | |
| 51-75 lbs | X | X | X | X | |
| 76-100 lbs | | | | | |
| >100 lbs | | | | | |

4. PUSHING/PULLING

Height of hands above floor during push: 50 inches

5. CLIMBING

Tasks: Steps on pick up truck bed

Device: truck bed

Height: 48 inches

Frequency: 1 time a day

6. BENDING/SQUATTING/KNEELING

Frequency: Daily

7. REACHING

Hands Used: RIGHT LEFT BOTH X

| Distance | Direction | Frequency | Duration | Avg. Weight |
|----------|----------------|-----------|------------------|-------------|
| 0-20" | Left 15 inches | | Daily off and on | 15 pounds |
| 21-36" | | | | |

8. WORK CONDITIONS

| Exposure to | Yes | No |
|-------------------------------|-----|----|
| Hot Temperatures | X | |
| Cold Temperatures | X | |
| Sudden Changes in Temperature | X | |
| Noise | X | |
| Fumes | X | |
| Cramped Quarters | X | |
| Cold Surfaces | X | |
| Hot Surfaces | X | |
| Sharp Edges | | X |
| Vibration | X | |
| Fluorescent Lighting | | X |
| Computer Monitor Screen Glare | | X |

| | |
|-----------------|--------------|
| Inside Building | 35 % of time |
| Outside | 65 % of time |

9. OTHER JOB DEMANDS

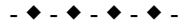
| Does Job Require | Yes | No |
|------------------|-----|----|
| Crawling | | X |
| Jumping | | X |
| Lying on Back | X | |
| Lying on Stomach | X | |
| Twisting | X | |
| Sweeping/Mopping | | X |
| General Cleaning | | X |
| Handling Trash | X | |

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Wrenches, service fuel truck, gas diesel, and grease

11. HAND USE

| Type of Use | Yes | No | Frequency |
|---|-----|----|-----------|
| Keystrokes | | X | |
| Grasp | X | | |
| Fine Motor i.e: writing, twisting hands or wrist, etc | X | | |



_____ County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date