

Durham Public Schools Job Description

Maintenance Services Welder

JOB TITLE: Welder Level 61

REPORTS TO: Grounds Supervisor

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 12 months, Classified, Nonexempt

SUMMARY: Under limited supervision, performs skilled welding, fencing, and playground repairs, and assists with heavy equipment projects. Employee is responsible for safe and efficient operation and maintenance of motorized equipment, gas and other pressurized equipment, welding, brazing, and soldering equipment, and various equipment used in the any combination of arc welding processes. Manages the welding shop and equipment in compliance with general safety guideline and expectations. Employee is also responsible for maintaining logs and work orders, and reporting maintenance needs. Employee is responsible for managing work flows and assisting other crews and departments with tasks requiring welding. Employee is responsible for managing contractors on projects in the areas of fencing, playgrounds, and welding. Employee must exercise independent judgment and initiative in performing assigned duties. Employee must exercise tact and courtesy in contacts with co-workers and various school officials. Works closely with the Heavy Equipment Operator. Reports to Grounds Supervisor.

RESPONSIBILITIES & DUTIES:

1. Safely, responsibly, and efficiently performs welding work, playgrounds, and fencing repairs.
2. Perform a number of related tasks such as thermal cutting and grinding.
3. Inspect playgrounds and make repairs as appropriate; engage vendors to support needed repairs
4. Work in a team environment to complete landscaping projects.
5. Communicate with Supervisor, on-site staff, and administration to keep all stakeholders apprised of the statues of welding. playground, and fencing projects and work orders.
6. Manage the efforts of contractors as they work to complete welding, fencing, and other projects.
7. Report equipment maintenance needs to supervisor and auto-shop.
8. Operate one or more types of motorized heavy equipment involved in the district wide snow removal and storm recovery.
9. Provide welding support for fencing, signs, and speed bumps installation as requested.
10. Assist landscaping with tasks or projects too difficult or large for hand tools.
11. Use provided technology (desktop, laptop, tablet) to document and complete work orders.
12. Assist with site improvement projects and/or drainage issues such as water and sewer utilities, road and pavement repairs, etc.
13. Assist with demolition and renovation projects as needed
14. Repair grates, storm water piping, and drains.

15. Assists other department with welding tasks as needed.
16. Other related duties as assigned by the supervisor and/or Executive Director of Facilities Services

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. High School Diploma or GED.
2. Valid NC Driver's License.
3. Valid NC CDL preferred.
4. At least 3 years of experience welding.
5. At least 3 years of experience installing, or maintaining chain link fence.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Physical ability to perform manual labor and utilize various motorized equipment and hand tools outdoors throughout the entire calendar year and in adverse weather conditions.
2. Ability to safely drive large maintenance vehicles, tow trailers, and maneuver in tight spaces.
3. Considerable knowledge of various welding and grounds maintenance functions.
4. General knowledge of safety precautions applicable to grounds maintenance and welding.
5. Have considerable knowledge of use and operation of grounds tools and equipment.
6. Be able to obtain and maintain a valid NC CDL.
7. Have considerable knowledge of DPS and maintenance rules, policies, and procedures including but not limited to those relating to purchasing, work orders, and others.
8. Ability to direct the efforts of contractors on site for welding, landscaping, grading, drainage, fencing, or tree removal/pruning projects, and communicating with stakeholders.
9. Ability to prepare reports, maintain logs, and keep records according to prescribed formats.
10. Be able to perform minor repairs of equipment in the field.
11. Have good communication skills and ability to direct the work of a crew in a team environment in challenging conditions
12. General knowledge of the operational capabilities of the District's computerized work order system and is able to provide assistance as needed to subordinates working in the trade.
13. Be able to stay productive without constant direct supervision.
14. Be able to teach and guide employees in all of the above.

PHYSICAL REQUIREMENTS: (what is required to perform the job? Climbing, lifting, standing, twisting, etc. How many pounds: Duration of exertion, etc.)

1. Ability to exert over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
2. Listed are the frequencies of each physical activity required in the performance of the essential functions associated with this job.

F -Frequently From 1/3 to 2/3 of the time	O- Occasionally Up to 1/3 of the time	R- Rarely Less than 1 hour per week	N- Never Never occurs
PHYSICAL ACTIVITY		NON-PHYSICAL DEMANDS	
Climbing/Balancing	F	Time Pressure	O
Crawling/Kneeling	F	Emergency Situation	O
Walking	F	Frequent Change of Tasks	O
Running	R	Irregular Work Schedule/Overtime	R
Standing	F	Performing Multiple Tasks Simultaneously	F
Sitting	O	Working Closely with others as part of a Team	F
Bending/Stooping	F	Tedious or Exacting Work	F
Lifting/Carrying	F	Noisy/Distracting Environment	F
Grasping/Twisting	F	Other	
Reaching	F		
Pushing/Pulling	F		
Fingering/Typing	O		
Others			

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	C
Chemical Hazards	F
Electrical Hazards	C
Fire Hazards	C
Explosives	C
Communicable Diseases	R
Physical Danger or Abuse	O
Other	

-Environmental Factors-	
Respiratory Hazards	W
Extreme Temperatures	M
Noise and Vibration	D
Wetness/Humidity	W
Physical Hazards	D

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	X
Warehouse	X	Outdoors	X
Shop	X		
School/Administrative Buildings			

RESOURCE REQUIREMENTS: (Place an X by what is required)

Laptop Desktop computer (may be docking station with laptop) e-mail address
 Outlook VPN Cell phone Pager Two-way radio
 iPad Office phone Fax Printer
 5 digit extension 10 digit telephone number District vehicle AS400
SharePoint Software (list Microsoft office, Adobe) Audio recording device
 Website access Building access key/code (for necessary building access during non –
traditional hours)

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED:

Hard hat gloves flash protective equipment suit occasionally
 steel toe shoes safety glasses (protective goggles) safety vests
Ear/Hearing Protection

MACHINES, TOOLS, EQUIPMENT:

Chainsaw Loader Excavator, Skid steer Mini-skid steer

OPTIONAL: Wi-Fi hotspot to access VPN while away from their workstation (the person may already have his/her own access)

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

Signature

Date