

The Maryland-National Capital Park and Planning Commission

TITLE: Lead Welder
SERIES: Building Trades

GRADE: G CODE: 5173
DATE: 3/28/02
FLSA: Non-Exempt

Class Definition

Under direction, leads, coordinates, and monitors the work of other Welders, Trades Trainees, and Park/General Maintenance Workers who support skilled trades workers to perform the full range of skilled welding work of the highest complexity and variety. Responsibilities involve leading work efforts to fabricate, modify, and repair various types of metal and alloy parts, equipment, and systems of Commission buildings, structures, and property. Work is checked by Trades Shop Supervisors and Inspectors. Performs other related duties as assigned.

Examples of Important Duties:

1. Plans crew projects. Receives work orders for welding projects. Works with supervisors, project managers, and surveyors to review and interpret blueprints, mechanical drawings, and specifications to plan and lay out work assignments. Maintains safe and secure work sites. Identifies and corrects safety hazards. Identifies, labels, and follows confined space procedures.
2. Leads crew(s) on projects. Plans, assigns, and checks work of other Welders, Trades Trainees and Park/General Maintenance Workers who support skilled trades workers. Coordinates activities with other trades crews and contractors. Inspects all work and keeps projects on schedule. Provides training and technical assistance on assignments.
3. Performs as primary evaluator and counselor for assigned personnel. Assists Trades Shop Supervisors with performance evaluations, personnel forms, and documents as prescribed by regulations and enforce Commission rules, regulations, and policies. Manages shop projects in the absence of Trades Shop Supervisor.
4. Prepares and reviews informal bid proposals. Prepares material requisitions and estimates of tools, equipment, supplies, and materials required to complete assignments. Maintains crew and project schedules and records of expenditures, materials used, time cards, tasks completed, accidents, and injuries.
5. Coordinates preventive maintenance and inspects Commission buildings, structures, and property for damages or necessary repairs. Evaluates options brought forward by other Welders to determine appropriate course of action and prepares estimates.
6. Assigns and maintains inventory of power equipment, tools, safety equipment, and vehicles assigned to crew.
7. Performs difficult welding work involving fabrication, modification, and repair of ferrous and non-ferrous assemblies, structures, and equipment using a variety of difficult and complex welding processes. Designs specialty parts (special jigs and fixtures) to hold parts to be welded, and uses techniques such as preheating, heat sinks, and stress relieving to maintain specified dimensions and to prevent distortion or burning of the parts to be welded.

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Important Worker Characteristics:

Extensive knowledge of: (1) standard welding practices and methods; (2) OSHA, MOSH, building, and fire codes; (3) Commission policies and procedures;* (4) confined space procedures; and (5) hazardous materials.

Skill in operation of: (1) Tig, Mig, gas welding and electric arc welding equipment; (2) various hand and power tools; (3) shop metal-working equipment; (4) motor vehicles; and (5) office equipment including personal computer and applicable software.

Ability to: (1) understand and apply principles to solve practical and unusual problems; (2) calculate fractions, decimals, and percentages; (3) read and understand manuals, blueprints, sketches, and drawings; (4) complete work orders and other work related paperwork; (5) estimate time and materials; (6) distinguish different colors; (7) lift up to 100 pounds; (8) acquire CPR and first aid certification; and (9) lead skilled welding work with minimum supervision.

* Developed primarily after employment.

Minimum Qualifications:

1. H.S. Diploma or GED; and
2. Completion of an approved welding apprentice program or four years of progressively responsible experience; and
3. Four years of experience at the journey level, including two years directing the activities of other skilled Welders; or
4. An equivalent combination of education and experience totaling eight years.
5. Valid driver's license.
6. Valid Commercial Driver's License (CDL) with appropriate endorsements may be required.
7. Pass Commission medical examination.

Working Conditions

Indoor/outdoor, exposure to varied weather conditions, confined spaces, heights, dirt, sparks, flames, explosive gases, and chemical odors. Must be available to work during emergencies.