The Maryland-National Capital Park and Planning Commission

TITLE: Welder I GRADE: T03 DATE: 5/30/2019
SERIES: Building Trades CODE: 2463 EEO: Skilled Craft FLSA: Non-Exempt

Class Definition:

Under general supervision, performs skilled welding work involving moderate responsibility, complexity, and variety. Performs simple projects or assists on major projects to fabricate, modify, rebuild, and repair various types of metal and alloy parts, equipment, and systems at Commission buildings, structures, and property. May guide activities of Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers. Work is checked by Inspectors, Trades Shop Supervisors, and higher-level Welders. Applies knowledge of standard welding practices and methods, fire, and building codes and composition and properties of various metals. Follows procedures and applies standard solutions to a range of common or recurring problems. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties, as assigned.

Work is assigned in terms of continuing responsibilities. Specific instructions are given for new assignments. The incumbent carries out regular, recurring work independently in conformance with established policies and procedures, resolves routine work problems by selecting and applying the appropriate guideline(s), keeps the supervisor informed, and brings procedural exceptions to the supervisor or a higher-grade employee for guidance or resolution. The work is subject to review, and upon completion for conformance with instructions and other guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

- Receives work orders for welding projects; reads and interprets building plans, blueprints, schematic drawings and sketches to perform routine welding work. Uses a variety of manual and power tools to perform simple projects or assist higher-level Welders on major projects to manufacture, modify, assemble, and repair ferrous and non-ferrous assemblies, structures and equipment. Performs related trade procedures such as measuring, brazing, soldering, surface hardening, annealing, metal spraying and flame and arc-cutting, incidental to welding work.
- 2. Completes required administrative paperwork and recordkeeping.
- 3. Drives motor vehicles to carry workers and haul tools, equipment, materials, and supplies to job sites; loads and unloads tools, equipment, supplies and materials. Sets up equipment and tools for safe operation at job sites; provides routine maintenance of vehicles and equipment. Takes assigned vehicles to garage for maintenance and repairs.
- 4. May guide and check work of Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers; provide instruction on proper procedures and safety.
- 5. Ensures safe and efficient work practices are followed, checks job sites for potential hazards. Applies safe and effective methods for machine operation, maintenance and storage; uses protective clothing and gear.

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6. Attends training to increase knowledge, awareness and safety.

7. Complies with Commission's practices regarding recycling and disposal.

Important Worker Characteristics:

- A. Knowledge of: (1) standard welding practices and methods; (2) Maryland Occupational Safety and Health (MOSH) and Occupational Safety and Health Administration (OSHA), fire, and building codes; (3) composition and properties of various metals; (4) Commission policies and procedures*; and (5) hazardous materials.
- B. Skill in operation of: (1) Tig, Mig, gas welding and arc welding equipment; (2) various welding hand and power tools; (3) shop metal-working equipment; (4) motor vehicles; and (5) light construction equipment (e.g., forklift).
- C. Ability to: (1) calculate fractions, decimals, percentages and basic algebra and geometry; (2) complete work orders and other work-related paperwork*; and (3) obtain cardiopulmonary resuscitation (CPR) and first aid certifications.
 - *Typically acquired or fully developed primarily after employment in this job class.
- D. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include understanding and applying principles to solve practical problems.
- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include reading and interpreting building plans, blueprints, schematic drawings, and sketches to perform routine welding work.
- F. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.

Minimum Qualifications:

- 1. High School diploma or Certificate of General Educational Development (GED).
- 2. Completion of an approved welding apprentice program or four (4) years of progressively responsible welding experience.
- 3. An equivalent combination of education and experience may be substituted, which together total 4 years.

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- 4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
- 5. Depending on area of assignment, a valid Commercial Driver's License (CDL) with appropriate endorsements may be required.
- 6. Pass Commission medical examination.

Working Conditions:

Occasionally performs work indoors and outdoors; exposure to varied weather conditions, confined spaces, heights, dirt, sparks, flames, explosive gases, and chemical odors. Must be available to work during emergencies. Positions in this class occasionally remains in a stationary position, move about inside the office and outside, operate vehicles, tools and equipment, ascend and descend ladders and stairs, position self to complete manual work, pull and use fingers to perform welding work, be able to view directions and numbers on equipment, move equipment, tools and objects weighing up to 100 pounds.

Examples of Welder I Work:

• Fabricates gates and rails, heavy equipment repairs and miscellaneous welding.