TITLE:	Welder III		GRADE: 20	DATE: 5/30/2019
SERIES:	Building Trades	CODE: 2465	EEO: Skilled Craft	FLSA: Non-Exempt

Class Definition:

Under direction, leads, coordinates and monitors the work of other Welders. Additionally, may direct, lead, coordinate and monitor the work of Trades Apprentices 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. Applies extensive knowledge of standard welding practices and methods and composition and properties of various metals. Performs various types of analyses and makes the full range of calculations. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently plans and carries out the work in conformance with these parameters, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides. The incumbent is to keep the supervisor informed and to seek assistance only for highly complex or sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

Examples of Important Duties:

- 1. Plans crew projects; receives work orders for welding projects. Works with supervisors and project managers to review and interpret blueprints, mechanical drawings and specifications to plan and lay out work assignments; and maintains safe and secure work sites.
- 2. Plans, assigns and checks work of other Welders, Trades Apprentices, and Park/General Maintenance Workers who support skilled trades workers; coordinates activities with other trade crews and contractors. Inspects all welding work and keeps projects on schedule; provides training and technical assistance on assignments.
- 3. 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 parts to be welded.

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- 4. Performs as primary evaluator and provides guidance for assigned personnel; assists Trades Shop Supervisors with performance evaluations, personnel forms and documents as prescribed by regulations and enforces Commission rules, regulations, and policies. Manages shop projects in absence of Trades Shop Supervisor.
- 5. Prepares and reviews informal bid proposals; prepares material requisitions and estimates of tools, equipment, supplies, and materials required to complete assignments. Evaluates options brought forward by other welders to determine appropriate course of action and prepares estimates.
- 6. Coordinates preventive maintenance and inspects Commission buildings, structures, and property for damage and necessary repairs to detect problems.
- 7. Completes required administrative paperwork and recordkeeping; maintains electronic work records information system. Maintains crew and project schedules and records of materials used, task completed, accidents and injuries.
- 8. Assigns and maintains inventory of power equipment, tools, safety equipment, and vehicles assigned to crew. Obtains quotes, makes purchases and checks invoices to ensure materials are received and delivered.
- 9. Drives and operates fleet vehicles and equipment, materials or parts; uses a variety of equipment to move materials. Uses a variety of hand and power tools.
- 10. Utilizes personal protection equipment such as respirator, foot and eye protection while performing duties; identifies and corrects safety hazards. Performs critical Americans with Disabilities Act (ADA) compliance work to remove barriers; provides instruction on proper use and safety measures. Follows confined space procedures.
- 11. Attends training to increase knowledge, awareness and safety.
- 12. Complies with Commission's practices regarding recycling and disposal.

Important Worker Characteristics:

A. Extensive knowledge of: (1) standard welding practices and methods; (2) Maryland Occupational Safety and Health (MOSH) and Occupational Safety and Health Administration (OSHA), building, and fire codes; (3) Commission policies and procedures*; (4) confined space procedures; (5) hazardous materials; and (6) composition and properties of various metals.

*Typically acquired or fully developed primarily after employment in this job class.

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- B. 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.
- C. Ability to: (1) calculate fractions, decimals, percentages, geometry and algebra; (2) complete work orders and other work-related paperwork; (3) lead skilled welding work with minimum supervision; and (4) obtain cardiopulmonary resuscitation (CPR) and first aid certifications.
- 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 and unusual problems; coordinating activities with other trade crews and contractors and inspecting all work and keeping projects on schedule.
- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information verbally so that others will understand. Examples include reading and understanding manuals, blueprints, sketches and drawings.
- 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 experience.
- 3. Four (4) years of experience at the journey level, including two (2) years of experience directing the activities of other skilled Welders.
- 4. An equivalent combination of education and experience may be substituted, which together total 8 years.
- 5. 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.
- 6. Depending on area of assignment, a valid Commercial Driver's License (CDL) with appropriate endorsements may be required.
- 7. Pass Commission medical examination.

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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, communicate and exchange information with internal staff and the public, be able to view directions and numbers on equipment, move equipment, tools and objects weighing up to 100 pounds.

Examples of Welder III Work:

- Designs, fabricates, joins and repairs metals of various components.
- Inspects buildings, structures and property for damage and repairs.
- Leads, coordinates and monitors workers who perform skilled welding work.