



## The Maryland-National Capital Park and Planning Commission

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

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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### 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.