

PERSONNEL COMMITTEE

12-0094R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF WELDER.

CITY PROPOSAL:

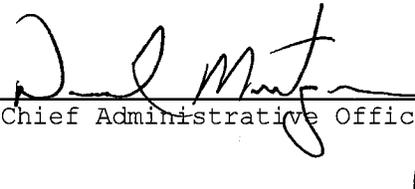
RESOLVED, that the proposed amendments to the specifications for the civil service classification of welder, which were approved by the civil service board on February 7, 2012, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at Pay Range 28.

Approved:



Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR CT:ao 2/16/2012

STATEMENT OF PURPOSE: The job description was updated to reflect changing requirements for the job, and revised to reflect current format. The requirement for a driver's license replaced the old phrase, "Ability to transport oneself using the repair vehicle." The requirement to be certified as a Minnesota commercial vehicle inspector was dropped, as that is a requirement of other classifications in fleet. The education and experience requirement was split into two sections and better defined. Physical abilities were placed into their own section. There is no change in the rate of pay, which is Range 28, \$3,438 to \$4,044 per month.

WELDER

Purpose:

Fabricate, cut, join, and repair metal items.

Functions:

1. Fabricate, cut, join, and repair metal items.
 - * A. Read and interpret blueprints, drawings, plans, patterns, and specifications.
 - * B. Cut metal items using various methods, such as band saws, hack saws, hand and power shears and snips, gas torch and plasma cutting equipment, etc.
 - * C. Grind, shape, and form metal items to size and shape necessary, to allow for finished weld bead and bead penetration, and to clean up the finished part.
 - * D. Join metal items using various methods and equipment, such as gas torch welder, stick electrode welder, wire feed welder, tungsten inert gas welder, plasma welder, etc.
 - * E. Repair cracked and broken components using methods and equipment such as those listed above.
 - * F. Disassemble and reassemble equipment to reach and repair component parts as listed above.
 - * G. Clean metal parts by brushing, blasting, chemical application, etc.
 - * H. Inspect vehicles to determine repairs necessary and to verify proper finished repair and road worthiness in accordance with DOT requirements.
2. Maintain vehicle pulled trailers.
 - * A. Repair trailers using methods and practices such as those listed above.
 - * B. Test and repair trailer lighting systems.
 - * C. Test and repair trailer braking systems.
 - * D. Inspect trailers to determine repairs necessary and to verify proper finished repair and road worthiness in accordance with DOT requirements.
3. Perform related duties
 - * A. Move equipment into and out of the shop for repair.
 - * B. Operate repair vehicle with mobile welding equipment.
 - * C. Design patterns and modify equipment to increase functionally.
 - * D. Maintain tools, welders, equipment, and the assigned work area.
 - * E. Advise on the selection and purchase of necessary tools, materials, and equipment.
 - * F. Follow all relevant safety practices and guidelines.
 - * G. Maintain an adequate inventory of supplies and materials for operations assigned.
 - * H. Maintain a current body of knowledge concerning products and methods for joining metals.

Minimum Qualifications:

Education & Experience

- ◆ A. Successful completion of a certified welding program either through an employer and/or an educational institution
- ◆ B. ~~A combination of education and or experience equivalent to~~ Three years of full-time experience in fabricating, cutting, and joining metal items.

License

- ◆ A. Possession of a valid Minnesota Driver's License or equivalent
- B. A Commercial driver's license is preferred
- A. ~~Certification as a Minnesota Commercial Motor Vehicle Inspector~~

Knowledge

- ◆ A. Extensive knowledge of the properties of various metals.
- ◆ B. Extensive knowledge of the tools, materials, and techniques of welding.
- C. Knowledge of low voltage vehicle wiring and electrical systems and their repair.
- D. Knowledge of vehicle braking systems, both hydraulic and air.
- ◆ E. Knowledge of basic math including addition, subtraction, multiplication, and division.

Skills

- ◆ A Skill at welding using electric arc welder, both AC and DC, and in various positions
- ◆ B. Skill at welding and cutting using oxygen/acetylene gas equipment
- ◆ C. Skill at welding using metal/inert gas equipment
- ◆ D. Skill at reading blueprints, drawings, plans, and patterns

Abilities

- ◆ A. Ability to weld using various processes and equipment.
- ~~B. Ability to transport oneself using the repair vehicle.~~
- ◆ C. Ability to drive various items of equipment into and out of the shop for repair.
- ~~D. Ability to position oneself in various positions for access to equipment to repair and or weld.~~
- ~~E. Ability to lift, carry and hold parts weighing 50 pounds to position them for welding.~~
- ◆ F. Ability to use tools for disassembly and reassembly of equipment.
- ◆ G. Ability to layout and fabricate equipment modifications.
- ~~H. Ability to work outdoors in inclement weather.~~
- I. Ability to repair vehicle electrical lighting systems.
- J. Ability to repair vehicle braking systems.

Physical Abilities

- ◆ A. Ability to work outdoors in inclement weather
- ◆ B. Ability to work from ladders, scaffolds, or lift equipment.
- ◆ C. Ability to work in confined spaces

- ◆ D. Ability to lift, carry, and hold parts weighing up to 50 pounds to position them for welding.
- ◆ E. Ability to stand, walk, kneel, crouch, and stoop as needed perform work activities.
- ◆ F. Ability to attend work on a regular basis.

* Essential functions of the position

- ◆ Job requirements necessary the first day of employment

Anlst: CT	Class:4431	Union: Basic	Pay: 28	CSB: 20120207
CC:	Res:	EEOC:	EEOF:	WC:

Job description was last revised in 1997