



## Job Description

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<b>TITLE:</b> Welder	<b>JOB CODE:</b> 5116
<b>DEPARTMENT:</b> Public Works	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> May 28, 2019	<b>FLSA CLASS:</b> Labor/Trade
<b>UPDATED:</b> April 13, 2022	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> NO

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**Summary:** This is a non-code welding position using county issued equipment. Under general supervision, the Welder repairs and welds equipment used in the road department operation, including trucks, heavy equipment, culverts and related materials; welds metal parts together according to work orders, using combination of welding processes; performs related tasks, such as flame or plasma cutting and grinding, and may repair broken or cracked parts, fill holes, and increase size of metal parts; positions and clamps components of fabricated metal preparatory to welding.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Repairs and welds any equipment used in the road department operation, including trucks, heavy equipment and culverts, and related materials.
- Welds metal parts together according to work orders.
- Welding processes by use of gas, diesel, or electric welder, brazing, or any combination.
- Must perform related tasks, such as flame or plasma cutting and grinding.
- Repairs broken and cracked parts, fill holes, and increase size of metal parts.
- Positions and clamps together components of fabricated metal preparatory to welding.
- Performs repairs on all equipment, either in the shop or the field, related to welding.
- Fabricates from blueprints.
- Participates in various seasonal projects such as snow removal with snow plow; responds to emergency call-outs resulting from severe weather and/or emergencies.
- Perform other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of the operation and maintenance of various medium and heavy motorized equipment and vehicles.
- Knowledge of occupational hazards and safety rules and regulations in the operation of motorized equipment.
- Knowledge of the operation of all types of welding machines, rods used, and all aspects of welding.
- Knowledge of the equipment, materials and methods used in street maintenance.
- Knowledge of County policies and procedures.
- Skill in fabricating from blueprints.
- Skill in performing repairs on all equipment, either in the shop or field.
- Skill in welding any equipment used in the road department, such as; trucks, heavy equipment, and culverts.
- Skill in the safe operation of medium and heavy motorized equipment and vehicles.
- Skill in following written and oral instructions.

## Job Description

### Welder

- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in working independently and as a team member.

### Education and Experience

- High School Diploma or GED equivalent and three (3) years welding experience, or Certificate of Completion from welding program; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Must obtain a State of New Mexico Driver's license CDL Class A.
- As a CDL holder, candidate will be required to pass a post-offer drug and alcohol test and to take a physical examination, including random drug and alcohol testing throughout their employment as required by Federal Motor Carrier Safety Administration and New Mexico Motor Vehicle Division.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an outdoor or shop environment; may be required to lift and carry items more than 50 pounds.
- May be exposed to dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually loud.
- Full-time work hours for this position consists of rotating "on-call" status, nights, weekends, overtime, and responds to emergency calls as requirements for the operations of this department and/or during adverse weather conditions.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

### Equipment and Tools Utilized:

- Equipment utilized includes various welding machines and materials as well as medium and heavy motorized vehicles and equipment, hand and power tools.

### Approvals:

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_