



## WELDER

### **CHARACTERISTICS OF WORK:**

This is skilled welding work in the fabrication, installation, and repair of equipment, machinery, and metal structures. Typical work assignments include re-welding gear controls and hydraulic shafts, repairing tail gates and bush hog blades, and welding vehicle frames. Employees must possess considerable knowledge of the welding properties of various metals and must be skilled in operating and maintaining tools and equipment commonly used in gas or electric welding. Work is performed independently but normally in conjunction with an Equipment Mechanic servicing the same equipment and machinery. General supervision is received from an Equipment Maintenance Superintendent or an Equipment Mechanic Master.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

Any combination of education and experience equivalent to graduation from a standard four-year high school or equivalent (GED);

**AND**

#### **Experience:**

Two (2) years of related experience.

### **PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Very Heavy Work:** May frequently exert force equivalent to lifting over 50 pounds and/or occasionally exert force over that required to lift 100 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; stoop, kneel, crouch, or bend; and reach with hands and arms. The incumbent is frequently required to walk. The incumbent is occasionally required to sit; and climb or balance.

### **COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

### **PUBLIC SECTOR COMPETENCIES:**

**Integrity and Honesty:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

**Accountability:** Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

#### **TECHNICAL COMPETENCIES:**

**Welding:** The fabrication process of permanently joining two or more metal parts, by melting both materials.

Constructs drainage grates. Attaches and/or repairs gear boxes, shafts, gear controls, hydraulic cylinders, transmission and differential housings, and other metal parts. Welds gasoline, paint, and water tanks to tractor and truck frames.

**Equipment Operation and Maintenance:** Operates and maintains various tools and equipment commonly used in gas or electric welding.

Possesses knowledge of applicable machines and tools, including their uses, benefits, repair, and maintenance. Possesses knowledge of the fabrication and installation of equipment, machinery, and metal structures. Is skilled in operating and maintaining applicable tools and equipment.

**Technical Competence:** Possess knowledge that is acquired through formal training or extensive on the job experience.

Plans and prepares a variety of welding assignments requiring skill in edge preparation, positions of work pieces, selection of proper electrode and/or orifices, and adjustment of equipment for proper voltage or gas pressure. Repairs bush hog blades and equipment frames.

**ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Welds metal components to fabricate or repair equipment.
2. Reads and/or understands layout, blueprints, diagrams, work orders, welding procedures, or oral instructions.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Plans and prepares a variety of welding assignments requiring skill in edge preparation, positioning of work pieces, selection of proper electrode and/or orifices, and adjustment of equipment for proper voltage or gas pressure.

Builds and repairs supports for highway signs and signals; constructs drainage grates.

Repairs truck tailgates by straightening parts and welding to proper size.

Welds gasoline, paint, and water tanks to tractor and truck frames.

Constructs trailers consisting of metal frames and ramps; constructs truck bodies, work racks, and special accessory equipment.

Attaches and/or repairs gear boxes, shafts, gear controls, hydraulic cylinders, transmission and differential housings, and other metal parts.

Repairs bush hog blades and equipment frames.

Attaches dump bodies, utility bodies, and aerial lift devices to truck frames.

Completes necessary paperwork on types of repairs, materials, costs, and job time; maintains supplies and work area.

Fabricates handrails and safety ramps.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.