



Welder
Road and Bridge

RB/12
Pay Grade: 12

JOB SUMMARY

This position performs welding tasks in support of the maintenance and repair of county vehicles and equipment as well as bridge, cattle guards and fences.

MAJOR DUTIES

- Performs metal fabrication and related repairs.
- Repairs and replaces cattle guards, fence gates, and play ground equipment.
- Repairs truck tarps.
- Maintains shop equipment and work areas.
- Maintains parts and supply inventories.
- Responds to field breakdowns and makes field repairs.
- Prepares materials and labor estimates for assigned repairs; orders needed supplies.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of departmental and county policies and procedures, including safety rules and regulations.
- Knowledge of vehicle and equipment maintenance and repair procedures.
- Knowledge of mechanical welding and heat treatment procedures.
- Skill in the repair of a variety of vehicles and motorized equipment.
- Skill in the fabrication of parts.
- Skill in the use of assigned tools and equipment.
- Skill in oral and written communication.

- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Road and Bridge Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department rules and regulations and vehicle and equipment maintenance and repair manuals. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related duties in the welding repair of county vehicles and equipment. The necessity of maintaining safe working conditions contributes to the complexity of the work.
- The purpose of this position is to repair county vehicles and equipment. Successful performance helps ensure the efficiency and effectiveness of county operations.

CONTACTS

- Contacts are typically with department personnel, other county employees, vendors, and the general public.
- Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching or stooping. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in a shop and outdoors, occasionally in cold or inclement weather. The employee may be exposed to dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, or vests.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Must have one to two years experience.
- Possession of appropriate welding certification preferred.

- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENT/INFORMATION

- Texas DOT Physical Exam is required.
- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date