

WELDER

Division: 2 (Maintenance)

Reports to: Maintenance Supervisor

Job Summary

With minimal direction by a Crew Chief, the Welder designs and welds a variety of materials. He/she works cooperatively with other employees, students and the public.

Duties and Responsibilities

- Repairs, fabricates and designs a variety of materials such as playground/gymnasium equipment, machinery and guard rails.
- Inspects and maintains school welding and gymnasium equipment.
- Estimates material required for projects.
- Coordinates workload of Trades Helpers or other maintenance employees.
- Reports parts and supplies inventory levels.
- Reports work completed including time and materials used.
- Cleans shop including emptying garbage cans.
- Performs other maintenance related or emergent duties.

Tools and Equipment Used

Arc welder, oxy-acetylene welder, threading/cutting machine, lathe, chain hoist, hydraulic power press, air tools, power tools, hand tools, truck and other welder's equipment.

Required Knowledge, Ability, Skills

- High school diploma or equivalent.
- A valid B.C. or interprovincial Trades Welder Certificate, C level.
- A valid B.C. Class 5 driver's licence.
- Knowledge of health and safety procedures, including Workplace Hazardous materials Information System and Workers' Compensation Board regulations.
- Ability to plan and schedule work and organize the workload effectively.
- Ability to work in confined areas and at heights.
- Ability to maintain close attention to detail.
- Ability to use courtesy and tact in explaining, exchanging data or information in contacts with students, suppliers and other staff.
- Ability to effectively communicate both verbally and in writing.
- Ability to perform individually and as part of a team.

Originated: July 1, 1994

Reviewed: April 4, 2014

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