

BOISE SCHOOL DISTRICT

CLASS SPECIFICATION

Facilities and Operations

WELDER/MECHANIC

Purpose of Class

Performs a variety of skilled welding, mechanical and technical duties to maintain and repair a variety of structures, vehicles, equipment and small engines; performs related work as required.

Primary Function

The primary function of an employee in this position is to perform skilled welding and technical duties to maintain and repair District structures, light and heavy equipment including diesel equipment, vehicles and small engines. The position proficiently designs, fabricates and welds various metal parts for repairs and new construction including but not limited to equipment and automotive parts, handrails, bleachers and play equipment. This position regularly performs tasks wherever needed to maintain effective and efficient facilities and operations. Work is performed under the general supervision of the Mechanic Shop Foreman. The principal duties of the position are performed in a repair shop and outdoor environment and include use of electrically powered maintenance and heavy equipment and exposure to fuels, fumes, and solvents. The position sometimes performs physically demanding duties and deals with adverse weather conditions and related hazards.

Essential Duties and Responsibilities (will vary by assignment)

- Prioritizes, schedules and completes work orders;
- Performs welding repairs and fabricates parts and equipment;
- Performs incidental blacksmithing, reel sharpening, blade sharpening and balancing;
- Completes and maintains related paperwork;
- Prepares parts and equipment purchase requests;
- Maintains, cleans and repairs shop tools, equipment and work areas;
- Inspects and performs preventive and corrective maintenance of the District's vehicles, light and heavy-duty equipment;
- Performs routine maintenance and minor repairs and maintenance on vehicle interiors and bodies, including but not limited to painting, body work, upholstery, glass, seats and related components;
- Initiates communication with supervisor about needed repairs or status of projects;
- Performs maintenance and minor repair on tools, equipment and vehicles;
- Assists mechanic as required;
- Attends and actively participates in required training classes.

Other Duties and Responsibilities

- May be required to work other than regularly scheduled work hours;
- Performs other related duties as required.

Classification Requirements

Knowledge of:

- Welding applications including but not limited to, mig, tig, stick and gas welding and brazing and use of cutting torches;
- Materials, methods, principles and practices, tools, and objectives of vehicle and equipment maintenance and repair;
- OSHA and District safety standards related to diesel, automotive, and equipment repair;
- Office computer and job-related software;
- Preparation of detailed and accurate records of work performed.

Ability to:

- Operate a welder and fabricate parts;
- Weld proficiently with all processes of welding, including mig, tig, stick and gas welding and brazing;
- Work with a variety of metals, including mild steel, stainless steel, aluminum, cast iron and cast aluminum;
- Identify different types of metals including mild steel, tool steel, stainless steel, aluminum, brass, cast iron, cast steel and forged steel;
- Operate a variety of equipment including a milling machine, lathe, sheet metal shear, sheet metal brake, drill press, hydraulic press, bandsaw and pipe bender;
- Operate a variety of hand, electric and air tools;
- Inspect, repair and maintain District vehicles, light, and heavy equipment, including diesel equipment, and small engines;
- Work from scaffolding and genie/scissor lifts at required heights, to inspect and make repairs to various structures/equipment;
- Follow written and oral instructions;
- Read and interpret technical and service manuals, instructions, and documents;
- Work from plans, including determining dimensions, tolerances, and project layout;
- Operate vehicle and equipment diagnostic equipment;
- Perform cost-benefit analysis of projects, provide quality services in a cost-effective manner, and to recommend improved methods of performing the work;
- Operate a computer and job-related software;
- Maintain detailed and accurate records of work performed;
- Lift, move, maneuver and operate hand and power equipment safely;
- Communicate effectively both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions;
- Work independently or as a team member;
- Follow oral and written instructions and observe District policies and procedures;
- Maintain confidentiality;
- Establish and maintain effective working relationships with District staff and others associated with job duties.

Acceptable Experience and Training

- High school diploma or GED is required, with mechanic and welding technical school certification preferred;
- Two (2) years experience as a journeyman welder; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Welder/Mechanic.

Licenses or Certifications

- Valid Idaho Drivers' License is required;
- Valid CDL Class A License is preferred;
- Journeyman Welder Certification is preferred;
- Ability to pass Pulmonary Function Test and obtain Respiratory Certification is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person, comprehend written and oral instructions, and hear sounds within the normal range of conversation and alarms.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to view blueprints and plans, and operating manuals; prepare reports as required; to observe structures, equipment, engines and parts to inspect and determine needed repairs and/or quality of completed work; to operate a motor vehicle and work-related equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate all work-associated equipment, operate a vehicle, and work in confined spaces;
- Sufficient personal mobility, agility, strength and reflexes, with or without reasonable accommodation, which permits the employee to work in indoor and outdoor conditions, to stand or sit for long periods of time and to perform skilled construction-related tasks;
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related job tasks may require, with or without reasonable accommodation, lifting or moving up to 50 pounds frequently and up to 100 pounds occasionally, walking over uneven flooring or construction sites, working in confined spaces, climbing and standing on ladders, working from scaffolding, genie/scissor lifts at heights as required, crawling, stooping, kneeling, bending, crouching and reaching.