

INDIAN WELLS VALLEY WATER DISTRICT
Essential Function Job Description

1. **Position Title:** DISTRIBUTION MAINTENANCE REPAIR & CONSTRUCTION WELDER II
2. **Employment Classification:** Non-Exempt
3. **Department:** Distribution Maintenance Repair & Construction
4. **Reports To:** Distribution Maintenance Repair & Construction Supervisor
5. **Fundamental Objective:** Under the direction of the Distribution Maintenance Repair & Construction Supervisor, perform cutting, fitting, welding and other related maintenance duties to assist construction, maintenance, pumping plant, engineering and other departments, as well as a variety of semi-skilled manual labor tasks related to the construction, maintenance and operation of water systems.
6. **Level of Supervision Required:** Minimal. Direction is provided by Distribution Maintenance Repair & Construction Supervisor, as required.
7. **Supervisory Responsibilities:** As assigned.
8. **Essential Job Duties and Responsibilities:** As the Welder is an active, working member of a crew, all essential job duties, responsibilities, and requirements for Distribution Maintenance Repair & Construction II is applicable to this Welder position, unless otherwise stated herein.

In addition, the Welder's job duties and responsibilities include:

- A. Perform electric arc, oxyacetylene, and Mig welding to install and repair various pipe fixtures, and structures.
- B. Fabricate special parts as needed for supply and distribution systems, including but not limited to fences, racks, shelving, ladders, tool boxes and equipment stands.
- C. Prepare surfaces for welding by removing slag and smoothing with cutting torch, grinder, and other appropriate tools.
- D. Read and interpret plans and specifications, make estimates of labor, materials and supplies needed to perform work; requisition materials and supplies accordingly.

- E. Fabricate all types of tools such as valve and turn-on-keys, probes, meter wrenches, trench shovels.
- F. Hard face front and back buckets of backhoes, trenchers, and other digging equipment.
- G. Fabricate steel vaults, meter and tank lids, pipe racks, trailer hitches on all trucks.
- H. When contacting clients/customers regarding service, maintain a pleasant, cooperative relationship to ensure customer satisfaction.
- I. Maintain forklifts, backhoes, trucks.
- J. Assist construction, maintenance, pumping plant, engineering and other departments as needed.

Attendance at various meetings, including safety meetings.

All other temporary work assignments which are infrequently assigned to the maintenance/repair/construction positions, and not covered above, shall be considered non-essential tasks, duties or responsibilities.

Note: The Essential Function Job Description for the Maintenance/Repair/Construction Crew classifications is a part of the Essential Function Job Description of the Welder/Maintenance/Repair/Construction I position and is to be attached hereto.

9. Skills and Abilities:

A. Knowledge of:

- 1. Must have reading, mathematical, and written and oral language abilities in order to perform the essential functions of the job as outlined in Section Eight.
- 2. Must have the knowledge and understanding of a variety of standard construction-related materials including steel pipe, polyvinyl chloride and polyethylene pipe, asbestos cement pipe, mortar-lined steel pipe, ductile iron pipe, electrical wiring, cement/concrete, rebar, block, brick, asphalt, blacktop, desert mix, slurry, insulation, grout, dry wall, siding, roofing, etc.
- 3. Must have the knowledge and understanding of water-system-related tools and equipment such as water meters, meter boxes, angle stops, risers, tapping tools, pressure testers, meter hooks, meter keys, valve keys, fire hydrant wrenches, leak detection equipment, pressure recorders,

mechanical seals, pipe banding material, and all other tools and equipment commonly used in the building and public works activities of public water purveyors.

4. Must have the knowledge and understanding of a variety of vehicles, tools, and equipment including all types of trucks, trailers, backhoes, jackhammers, shovels, trenchers, rollers, cranes, forklifts, air compressors and air tools, boring machines, metal detectors, tampers, graders, sweepers, pumps, mixers, rakes wrenches, sockets, ratchets, pliers, drills, screwdrivers, screws, saws, hammers, nails, bolts, nuts chisels, prods, hooks, punches, clamps, vices, cutters, torches, racks, steel pipe, pipe cutters, wire, ax, bars, mattocks, rods, tapes, ladders, mixers, gauges, scrapers, sanders, grinders, threaders, couplings, fittings, cables, ropes, etc.
5. Must have knowledge and understanding of a variety of chemical-type materials including gasoline, oils, acids, ammonia, paints, thinners, sealers, cements, chlorine, soaps, cleaners, degreasers, lubricants, solvents, acids, pipe dope, glues, caulking, insecticides, herbicides, etc.

B. Ability to:

1. Operate and maintain power tools, but not limited to, compressors, jack hammers, trenchers, saw cutters, and any other assigned tools.
2. Operate and maintain heavy equipment, but not limited to, backhoes and tractors, any other assigned heavy equipment.
3. Use power tools such as air compressor, drill, saw, grinder, and air impact wrenches.
4. Safely operate and maintain assigned motor vehicle.
5. Use hand tools as needed.
6. Must be able to act responsibly, faithfully, and regularly observe all safety rules and utilize all health and safety equipment, procedures, and techniques required for all tasks, circumstances, locations, or weather conditions including, but not limited to, hard hats, respirators, masks, barricades, cones, flags, shields, high-visibility and protective clothing, protective gloves and footwear, miscellaneous hearing and eye protection equipment.
7. Perform mathematical calculations to add, subtract, multiply and divide all units of measure.

8. Read and work from blueprints, diagrams, maps and rough sketches, and ability to follow written and oral instructions.
9. Keep written records and make written and informal oral reports.
10. Operate a telephone and two-way radio, knowledge and proper use of hand signals for equipment operation and material handling, and communicate with office personnel, co-workers, and the public.
11. Maintain sound client/customer relationships to ensure customer satisfaction with quality and quantity of service.
12. Maintain sound and cooperative working relationships with co-workers, crew leaders, and management to insure output of a good and efficient product of service.
13. Ability to use large and table-top grinders to grind metal.
14. Use all sizes of pipe wrenches to tighten all types of nuts and bolts on equipment.

10. **Minimum Qualifications:** An equivalent combination of experience, education/training may be accepted by the General Manager. A typical way to obtain the knowledge and abilities would be:

Experience: Must have experience in the construction field and a minimum of two years experience as a Journeyman Welder.

Education: High School Graduate, or equivalent certification, required.

Certifications: Must possess State of California Water Distribution Grade D3 certification. Candidate must also pass certified welding tests and obtain both pipe and structural certifications. American Welder Workers Association Certifications are preferred.

Licenses: Must possess State of California Class B Driver's License.

Must also successfully complete physical examination and drug screen, and possess a valid California driver's license with a driving record acceptable to the District's insurance underwriter.

11. **Physical Demands/Requirements**
The physical requirements and the physical demands placed upon this position are outlined separately. A copy is to be attached to this job description.

WELDER/MAINTENANCE/REPAIR/CONSTRUCTION CREW II
JOB DESCRIPTION APPROVAL

Department Manager Recommendation:

Signature: 

Date: 10 May 2016

General Manager Approval:

Signature: 

Date: 10 May 2016

Received and Recorded by Human Resources:

Signature: 

Date: 5/12/16