



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Welder- Maintenance and Operations

**Prepared Date:** 04/26/2022

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### **JOB GOAL:**

The welder works under general supervision and is responsible for performing repairs to equipment and other metals.

### **TERMS OF EMPLOYMENT:**

Twelve (12) month (245 days) contracts, Pay 802 Grade 10, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA:**

**Non-Exempt**

### **QUALIFICATIONS:**

1. Performs acetylene gas and electrical arc welding on various equipment needing repair.
2. Prepares all welding surfaces for work technique and method.
3. Select" proper welding technique and method according to metal being welded.
4. Assumes responsibility for all proper connections and use of welding equipment.
5. Assumes responsibility for minor design: fabrication of minor welding jobs, to take measurements, estimate materials and supplies and layout work according to general guidance or specifications.
6. Performs welding techniques according to specific type of weld.
7. Knowledge of all basic welding techniques to include lap welds, butt welds, comer welds, and water proof welds.
8. Performs genera] maintenance to equipment and shop area.
9. Performs other duties as assigned.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. High school diploma or general education degree (GED); or one to three months related experience and/or trnining; or equivalent combination of education and experience. Responsible for receiving work orders, data input in an automated maintenance management system, and routing appropriately.
2. High school diploma or general education degree (GED); or one to three months related experience and/or trnining; or equivalent combination of education and experience. Set up and operate an electronic system for maintaining records related to custodial schedules, staffing, and payroll.



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3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
4. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
5. Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.