



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Welder	Job Code:	801800	Job Grade:	09
Reports To:	Maintenance Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Facilities Management	Loc. Code:	3011074	SIC Code:	1761
				WC Code:	8810
Division:		CS Code:	C	EEO Code:	G15

Summary of Functions: Performs a variety of welding tasks related to preventive maintenance, repair and construction projects, using various materials and techniques. Works under limited supervision.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Performs a wide variety of welding jobs related to preventive maintenance, repair and construction projects, using hand tools, precision measuring devices, grinders, cutting torches, drills, electric hammers and saws to completing jobs.	45	E
2. Performs pre-welding layout work and jig preparation and selects the proper equipment and materials for welding projects.	20	E
3. Orders and maintains welding supplies and equipment as needed.	10	E
4. Performs maintenance and repair on jail door systems.	10	E
5. Performs general mechanical repairs.	10	E
6. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED Program. One (1) year of formal training. One (1) year of work related experience.

Special Note: One (1) year work related experience can substitute for one (1) year of formal training or any combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Must possess a valid Texas driver's license, with a good driving record, and pass a security clearance check.

Physical/Environmental Requirements:

Ability to climb ladders and lift weights in excess of 50 lbs., assisted. Ability to operate equipment efficiently and safely. Ability to withstand prolonged sitting, standing, bending, squatting, twisting, kneeling, stretching, lifting and climbing ladders. Must be able to work in varying conditions, surroundings and weather conditions. May be subject to changes in shift schedules and work locations.

Hay Points/Point Factor:

COL1=125, E1=10, VM2C=15, PD2C=25, WH1C=20, WE2C=20, IC1C=25, DL2=10, PS1=10, RE2B=20, SF1A=05, TTL: 285.

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on _____

Date October 2003

Approved by Civil Service Commission on _____

Date November 17, 2003

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.