



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Lead Welder	Job Code:	801810	Job Grade:	AM
Reports To:	Maintenance Supervisor	Pos. No:	1039	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: Acts as a lead to welders and other personnel, providing training, technical expertise and assistance in performing welding projects, using various welding materials and tools. Works under limited supervision.

Management Scope: N/A

Duties and Responsibilities: <u>Must be demonstrated within first six (6) months.</u>	% of Time	Essential Non-essential
1. Performs a wide variety of welding jobs related to preventive maintenance, repair and construction. Using grinders, cutting torches, drills, electric hammers, saws and related tools, as well as operating power equipment.	45	E
2. Performs pre-welding layout design work and jig preparation, fabricates items, and selects the proper welding tools and material to complete projects.	25	E
3. Ensures adequate welding supplies are ordered and available.	15	E
4. Trains, instructs, and assists welders and other personnel.	10	<u>E</u>
5. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED Program. Three (3) years of work related experience (Per Facilities Hiring/Promotion Matrix).

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

Juvenile Department: *“Position requires working with juveniles who may have committed dangerous/aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.”*

Special Requirements/Knowledge, Skills & Abilities:

Must have a valid Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code.

Physical/Environmental Requirements:

Must be able to pass a security check. Requires the ability to climb ladders and lift weights in excess of 50 lbs., assisted. 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.

Position will be required to work rotating shifts.

Hay Points/Point Factor:

COL1=125, E3=30, VM2B=15, PD2A=10, WH1C=20, WE2C=20, IC2A=15, DL3=20, PS2=15, RE2B=20, SF2A=15, TTL: 305

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date October 2003; 6/2014;
1/20/2015; 8/2015

Approved by Civil Service Commission on

Date November 17, 2003;
1/26/2015; 8/11/2015

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.