

WELDER-FABRICATOR SUPERVISOR

DEFINITION

Provide supervision over Welder-Fabricators, Maintenance Utility Workers, Fencing Specialists and other workers as assigned; oversee skilled machinist and welding work in repairing, designing, machining, assembling, welding and fabrication of metal parts, playground, fencing, classroom and maintenance equipment. Perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building Division Manager. Exercises direct supervision over Welder-Fabricators, Maintenance Utility Workers, Fencing Specialists and other workers as required.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.)

Duties may include, but are not limited to, the following:

Plan and assign work for Welder-Fabricators, Maintenance Utility Workers, Fencing Specialists and other workers as required; organize and schedule work orders and, review and evaluate the work. (E)

Oversee difficult and complex welder-fabricator and fencing work. (E)

Oversee the fabrication, assembling and repair of District equipment. (E)

Oversee welding, brazing, cutting, shaping and fastening metals parts. (E)

Oversee the operation of electric and gas welding equipment, drill presses, metal brakes, metal shears, lathes, grinders and a large assortment of other power and hand tools and measurement instruments required for journey-level metal work. (E)

Develop and prepare specifications for tools, parts or equipment to be machined. (E)

Obtain quotes and bids from vendors. (E)

Estimate time and material requirements for work orders. (E)

Purchase material and equipment for welding/fabrication, fencing, and maintain inventory. (E)

Plan sequence of operations; set-up and oversee operation of lathes, milling machines, shapers, grinders, drill presses, metal brakes, welding equipment and other machine shop equipment. (E)

Operate a pick-up truck and forklift. (E)

Oversee performance of sheet metal work and other metal work and repair work as required. (E)

Participate in the selection, training, supervision and evaluation of assigned staff members. (E)

Provide for the safety of workers and others at job sites. (E)

Inspect completed tasks and identify additional work required. (E)

Work cooperatively with other Maintenance and Operations managers and supervisors. (E)

Assist managers and administrators with assessment of site needs and establishment of a written agreement of work to be done in a set time frame; coordinate projects with other sections in Facilities Services. (E)

Assess job priorities and assign work; inspect and review completed jobs with the site administrator. (E)

Evaluate and prepare comprehensive reports concerning the efficiency and effectiveness of assigned staff; assist with specific studies as directed. *(E)*

Assist with the resolution of student, parent and community complaints regarding assigned staff. *(E)*

Meet and coordinate with outside vendors; obtain quotes and bids *(E)*

Make estimates on time and material costs for work order jobs *(E)*

Assist in the job planning; order materials and estimate labor requirements. *(E)*

Meet and coordinate with any outside contractors in (Skilled Area); coordinate projects with other sections in the facilities division and all site designees as needed. *(E)*

Keep records of hours worked; schedule vacations; maintain records of work activity *(E)*

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job *(E)*

Ensure that equipment is safe and in operating order. *(E)*

May assist in the preparation and monitoring of the department *(E)*

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job; inspect completed jobs *(E)*

Provide for the safety of workers and others at school sites including training staff to report safety hazards *(E)*

Participate in the selection, hiring, training, supervision and evaluation of permanent and probationary staff members *(E)*

Oversee difficult and complex skilled trades work as required *(E)*

Maintain regular and prompt attendance in the workplace. *(E)*

Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Supervision and communication techniques, including job scheduling
- Methods, materials, equipment and tools used in metal, fencing and welding work
- Methods, materials, equipment and tools used in machinist work
- Various metals and their characteristics and methods of cutting and shaping them
- Operation, maintenance and repair of small and large metal working tools and equipment
- Safe work practices procedures and regulations of the District
- Principles of mechanical maintenance
- Personnel rules and procedures of the District
- Basic Computer skills

Ability to:

- Oversee the work of others; provide supervision in assigning and monitoring work
- Design metal work specifications
- Read graphical representations of work to be done
- Diagnose equipment operating problems and oversee required repairs

- Oversees the operation and maintenance of working tools and welding equipment
- Use precision measuring equipment
- Follow oral and written instructions and work from plans and specifications
- Keep records for work performed
- Physical capability sufficient to perform job tasks

Experience and Education:

Any combination of education, training and experience equivalent to graduation from high school, and four (4) years of responsible journeyman level experience performing general metal work, machine shop and welding work. One (1) year of supervisory experience or completion of an accredited course in supervision

License and Certificates:

- Possession of a valid California driver’s license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

As required must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Dexterity of hands and fingers to operate a variety of trade tools.
- Walk and/or stand for extended periods of time.
- See with/without assistive devices sufficient to perform assigned duties.
- Lift and/or carry up to 40 lbs for short distances.
- Occasionally lift and/or carry up to 100 lbs for short distances.
- Occasionally lift up to 80 lbs overhead.
- Push/pull up to 100 lbs. for short distances.
- Sufficient body movement and balance to bend at the waist, kneel, crawl, crouch and stoop.
- Reach overhead, above and below the shoulders and horizontally.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

HAZARDS:

Exposure to sparks

Exposure to hot metal

Exposure to gas, smoke and fumes.

SALARY PLACEMENT

Stockton Unified Supervisory Unit (SUSU)

Supervisory Unit Salary Schedule

Range 35

12-month work year

Board Approval: 03/14/17

SUSU Approval: 02/28/17