

JOB DESCRIPTION

Job Title Maintenance Welder
Reports to Regional Supervisor
Dept/School Maintenance

Job Title Code 540810
Wage/Hour Status Non-Exempt
Pay Grade 404
Date Revised January 23, 2025

Primary Purpose

Repair, replace, reinforce, design, and fabricate metal structures and equipment fixtures.

Education/Certification

- High School Diploma/GED or higher education from an accredited institution of higher education
- Valid Driver's License

Special Knowledge/Skills

- Knowledge of welding equipment and its application for machine repair and construction of new parts
- Ability to read blueprints, layouts, and written reference material
- Ability to perform mathematical calculations
- Ability to use hand and power tools
- Ability to follow written and verbal instruction
- Good communication and interpersonal skills

Experience

- Three (3) years' experience in welding

Major Responsibilities and Duties

1. Perform routine preventive and emergency maintenance in the area of fence welding and wrought iron to include oxygen-acetylene torches, AC/DC welding equipment and assorted power tools.
2. Read and interpret blueprints, drawings, and sketches; prepare accurate material lists; perform field layouts.
3. Responsible for inventory of materials, tools and equipment, and scheduled maintenance and inspections.
4. Maintain work area clean and orderly.
5. Assist with welding pipes in the installation of gas lines.
6. Determine the best welding method in repair or construction of metal components.
7. Perform flame cutting or grinding tasks.
8. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
9. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
10. Perform other assigned duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Acetylene or electric arc welder, solder, brazing; hand and power tools (saw, drills, etc.); pipe benders and threaders; ladders. Drive a district light truck or van.



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Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Continual walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying.
- Work in tiring and uncomfortable positions, around fumes and toxic chemicals, outside and inside. Exposure to extreme temperatures. Must be able to lift 45 pounds and over. Frequent districtwide travel.

Terms of Employment

238 days; salary to be established by Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

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My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
 Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.