



BUILDING & GROUNDS  
County Of Hidalgo

DANIEL FLORES  
Director

To: Daniel Flores, Director – Buildings & Grounds

From: Javier Carreon, General Foreman- Buildings & Grounds

Date: June 4, 2008

Re: Welder I

This memo is in reference to the <sup>JOB DESCRIPTION</sup> duties for the above mentioned position.

**Summary:**

Under the direct supervision of the General Foreman and Assistant Project Manager, individual will perform a majority of the welding and fabrication tasks.

**Essential Duties And Responsibilities:**

Weld fabricates and assembles parts and equipment for Hidalgo County automotive, heavy equipment and minor structures.

Modify and repair body and parts.

Weld braises, solder and cut steel, stainless and aluminum by torch and large portable welder.

Maintain and repair shop equipment.

May be required to work at different job sites through-out the Hidalgo County jurisdiction.

**Qualification Requirements:**

To perform this job successfully and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities:

**Education and/or Experience:**

High School graduate or GED equivalent

**Certificates, Licenses, Registrations:**

Employee must have a current valid Texas Motor Vehicle Operator's License;

Must be able to be insured by the County's Insurance Carrier;

Must have liability insurance.

**Other Skills and Abilities:**

Individual must possess knowledge of methods, materials, equipment and tools used in all types of welding.

Operate internal combustion engine and hydraulic equipment.

Work independently in the absence of supervisor.

Understand and follow oral and written directions.

Will be required for extended periods of time shop environment, exposure to heat, dust, dirt and noise.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel;

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job:

The noise level in the work environment is usually moderate;

**Safety Requirements:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

Sitting for extended periods of time:

Operating assigned equipment.

Maintain mental capacity, which permits:

Making sound decisions and using good judgment;

Handling financial affairs effectively and honestly;

Maintaining confidentiality;

Demonstrating intellectual capabilities;

Effectively handle a work environment and conditions, which involve:

Working closely with other;

Working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

Making observations;

Reading and writing;

Operating assigned equipment;

Communicating with others.

**Accident Prevention Program:**

Required to follow all department's safety regulations