

**HUMAN RESOURCES DEPARTMENT REQUISITION FORM**

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Facilities Management

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Welder II

NEW POSITION OR REPLACEMENT FOR: Janice Adams EMPLOYEE NO 099562

DEPT NO 220

POSITION/SLOT NO 001-07B

ADVERTISED SALARY: 25,912 OTHER COMPENSATION: \_\_\_\_\_ COMPENSATION TYPE: \_\_\_\_\_

SPECIAL REQUIREMENTS: SEE ATTACH

WORK LOCATION / HOURS: 3100 S. Bus. 281 Edg. Pk. 78539

CONTACT PERSON: Rick Sunday EXTENSION / PHONE NO: 289-7858

\_\_\_\_\_  
Department Head or Elected Official

\_\_\_\_\_  
Date

FUNDS AVAILABLE: YES  NO  DATE OF FUND AVAILABILITY: 10/6/14

BUDGETED SALARY, GRADE & STEP: Grade 6 Step 0

BUDGETED OTHER ALLOWANCES: \_\_\_\_\_

\_\_\_\_\_  
APPROVED HR CHIEF OF STAFF / DATE

\_\_\_\_\_  
APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES \_\_\_ NO \_\_\_. If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

\_\_\_\_\_  
Commissioner's Court Signature / Date

\_\_\_\_\_  
Closing Date

## WELDER II

**GRADE: 06**

### **GENERAL DESCRIPTION**

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

### **EXAMPLES OF WORK PERFORMED**

Weld fabricates and assembles parts and equipment for hidalgo county automotive, heavy equipment and minor structures.

Modify and repair body and parts.

Weld, braise, solder and cut steel, stainless and aluminum metal 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.

Read, interpret and work from plans, drawings and specifications.

Capable of estimating time and material needs, determine when repair is not economically practical, and perform routine arithmetic computations.

Ability to read and interpret instructions, diagrams, sketches, blueprints, and manufacturers manuals.

Receive general supervision from assigned supervisor.

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

High school diploma or general education degree (GED)

Must be able to read and write in English

#### **Knowledge, Skills, and Abilities**

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

Operate internal combustion engine and hydraulic equipment

Work independently in the absence of a supervisor

Understand and follow oral or written directions.

### **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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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 an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually high.

### **SAFETY REQUIREMENTS:**

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others

- working in a multi-task environment

**Maintain effective audio-visual discrimination and perception needed for:**

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations