

WELDER/FABRICATOR

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general supervision, performs skilled welding to maintain, repair, and modify wastewater treatment plant equipment, tools, machinery, and facilities; reads and interprets blueprints and schematics and draws rough sketches; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification is responsible for performing the full range of skilled welding duties required to ensure that OC San's wastewater treatment facilities, equipment, and systems are maintained in a safe and effective working condition, working independently, and exercising judgment and initiative. Positions at this level receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from other maintenance and operations classifications by performing specialized welding and fabrication duties.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Performs a wide variety of skilled and complex combination welding tasks in the maintenance, repair, modification, and fabrication of equipment, tools, and machinery found in wastewater facilities such as engines, compressors, pumps, gears, and mobile equipment; welds equipment in the maintenance shop and in the field; installs and assembles equipment after welding is performed.
- Designs, prepares as-built sketches, constructs prototypes, and fabricates specialized tools and equipment.
- Performs brazing, cutting, and hard facing on treatment plant equipment.
- Reads and interprets diagrams, drawings, schematics, specifications, and blueprints for fabrication assignments and to determine materials and parts required for assigned projects.
- Reviews work orders; plans assigned work; schedules and coordinates activities with other divisions and departments.
- Orders and stocks parts, supplies, and equipment; maintains records of maintenance and inventory of all assigned equipment.
- Operates and maintains a diverse range of hand and power tools, machines, and equipment required to perform assigned duties; may drive OC San vehicles.

- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, methods, techniques, materials, tools, and equipment used in the welding and fabrication of wastewater treatment plant equipment.
- Practices and procedures of shop and field welding.
- Methods and techniques of reading and interpreting diagrams, drawings, schematics, specifications, and blueprints.
- Methods and techniques of diagnosing equipment malfunctions.
- Operational characteristics of a variety of tools and equipment used to perform assigned duties.
- Principles and procedures of record keeping.
- Mathematical principles and calculations.
- Safety principles, practices, and procedures of all facilities, equipment, and materials used in the maintenance and repair of equipment.
- The structure and content of the English language to effectively perform the work.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a diverse range of welding tasks in the maintenance and upkeep of OC San equipment.
- Fabricate and repair a wide variety of parts, equipment, and tools.
- Safely and effectively operate, repair, and maintain a wide variety of hand, power, and shop tools and equipment used in the work.
- Estimate necessary materials and equipment to complete assignment.
- Maintain accurate logs, records, and basic written records of work performed.
- Read, interpret, and work from diagrams, drawings, schematics, specifications, and blueprints.
- Use shop mathematics to make calculations.
- Coordinate work assignments with other divisions or departments.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Operate a motor vehicle and travel to various OC San sites, projects, and/or meetings.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. High school diploma or G.E.D. supplemented by specialized training or coursework in welding and fabricating or a related field.
2. Three (3) years of work experience performing skilled welding or fabricating in the maintenance and repair of mechanical or construction equipment.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver's License.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in a shop setting and in the field; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various OC San sites, projects, and/or meetings.
- Perform medium to heavy physical work; to lift, carry, push, and pull materials and objects averaging a weight of 51 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Possible entry into confined spaces and the use of confined entry equipment and protective safety equipment.
- Vision to inspect and operate equipment.
- Field work requiring frequent walking in operational areas to identify problems or hazards.
- Finger dexterity to operate and repair tools and equipment.

ENVIRONMENTAL ELEMENTS

- Shop setting and field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, heights, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- May be required to work extended hours, including nights, weekends, and holidays when necessary.
- Standby and Call Back: Employees in this classification may be required to participate in standby duty and are subject to call back, which may include nights, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on standby, or report to an emergency, and refuses to do such, shall be subject to disciplinary action up to and including termination.
- Probationary Period: All OC San employees, except classifications considered "at-will", are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve "at-will" and may be released from employment without cause or recourse to any appeal or grievance procedures.

- Pre-Employment: All employment offers are contingent upon successful completion of OC San's pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.