



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 23-2023/24
DOCUMENT NO. 20-2023/24
DATED: 09/20/2023

MAINTENANCE TRADESPERSON - WELDER/FABRICATOR

DEPARTMENT/SITE: Maintenance and
Operations

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 44

WORK CALENDAR: 261 Days

REPORTS TO: Supervisor - Maintenance

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Supervisor - Maintenance, the Maintenance Tradesperson - Welder/Fabricator provides maintenance services with specific responsibility for projects requiring welding and fabrication of items and parts; performs support as required in other skilled maintenance activities (e.g., carpentry, plumbing, painting, HVAC, ventilating systems, alarms); assigns the workflow of other staff; and ensures that tools and materials are available at job site. The incumbents in this classification provide the school community with building maintenance services to keep the school and other facilities operational, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform at the journey level in a lead role in the welding-fabrication trade and provides leadership to the lower-level Maintenance Journeyman classification, which may also provide assistance on larger-scale projects. This class differs from the other Lead-level classes in the various trades by their individual focus.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists with the planning, designing, and determining layout for all District welding projects.
- Designs, fabricates, repairs, maintains, and installs District projects and equipment by performing welding work in accordance with laws, regulations, and District standards using Stick Shielded Metal Arc Welding, Flux-Cored Arc Welding, TIG-Gas Tungsten Arc Welding, and MIG-Gas Metal Arc Welding.
- Designs, manufactures, and installs security screens, cages, and other security devices for the protection of school property.
- Leads and provides work guidance to assigned maintenance personnel; trains assigned personnel to develop and/or improve professional trade and safety awareness skills.
- Maintains tools and equipment; performs routine and preventive maintenance to ensure the ongoing functioning of parts and equipment.
- Measures, draws, sketches, orders material, designs, fabricates, and installs ornamental and wrought iron structures and fences.
- Participates in meetings, workshops, training, and seminars as assigned.
- Performs period inspections and repairs on playground and related equipment.
- Procures equipment and supplies to maintain inventory and ensure availability of items required to complete the necessary installation and/or repair.

- Repairs and constructs all types of metal, machinery, and equipment (e.g., gates, fences, tables and chairs, door frames, hinges, water, and gas keys).
- Responds as directed to emergency situations during and after hours to resolve immediate safety concerns.
- Transports a variety of tools, equipment, and supplies to ensure the availability of materials required at the job site.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Basic math, including calculations using fractions, percentages, and/or ratios
- Methods, techniques, materials, and tools used in installation, troubleshooting, maintenance, and repair with welding and fabrication of parts
- Safety precautions and procedures
- Health and safety regulations
- Proper methods of storing equipment, materials, and supplies
- Requirements of maintaining school buildings in a safe, clean, and orderly condition
- English usage, grammar, punctuation

Skills and Abilities to:

- Use hand and power tools skillfully and safely
- Safely operate a variety of equipment and machinery used in the electrical trade
- Operate a motor vehicle as necessary
- Establish and maintain effective working relationships
- Solve problems effectively, including with equipment
- Understand and follow oral and written directions
- Analyze situations accurately and adopt an effective course of action
- Plan and manage projects
- Maintain routine records
- Adapt to changing work priorities
- Communicate with diverse groups
- Meet deadlines and schedules
- Work as part of a team
- Work independently and with interruptions

RESPONSIBILITY:

Responsibilities include working under general supervision using standardized routines, leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalency.

EXPERIENCE REQUIRED:

Five (5) years of experience as a Maintenance Worker or Maintenance Journeyperson, with three (3) years of this experience performing welding and fabrication trade-specific journeyperson level work.

LICENSE(S) REQUIRED:

- Valid, current Class C California Driver's License to drive to various district sites and transport equipment and materials.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- American Welding Society (AWS) heavy plate, structural steel, pipe/tube welding certification (within 6 months of employment)
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam C through the District's provider at the District's expense
 - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout within six months of employment

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

- The job is performed both indoors under minimal temperature variations and outdoors, subject to extreme temperatures and hazards such as working with heavy power equipment and tools
- Drive vehicle to conduct work
- Requires extensive walking and standing
- Regular lifting, carrying, pushing, and/or pulling of moderate to heavy objects
- Stooping, kneeling, crouching, and/or crawling and some climbing and balancing
- Significant fine finger dexterity to manipulate objects and tools
- Hearing and speaking to exchange information
- Visual acuity to operate equipment, see/read documents, and computer screen