

Killeen Independent School District Job Description

Job Title: Welder Apprentice
Department: Plant Services
Reports To: Welder
FLSA Status: Non-exempt

SUMMARY

Assists welder to position, align, and fit together fabricated plates, structural shapes, and weldments preparatory to assembly into structural fabricated products by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Holds, positions, and reads tape or rods to assist in layout.

Places and moves blocking, braces, and jigs to hold parts.

Hammers wedges and drift pins, and turns turnbuckles. Pulls pry bars to align parts.

Grinds or chips rough edges, surplus weld, or scale.

Positions and turns clamps, and bolts together butt straps or parts.

Transports and furnishes welder with materials, tools, and supplies.

Cleans work area, machines, tools, and equipment. Performs other routine duties.

Performs other duties as may be assigned by the welder or the Plant Services Supervisor.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an 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 functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED). Experience in welding service preferred.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to learn welding technical information. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess current drivers license.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and vibration. The noise level in the work environment is usually moderate.

Prepared By: John Paradice, Auxiliary Staffing Specialist

Prepared Date: October 30, 1998

Reviewed/Revised By: Tom Schatte, Professional Standards Administrator

Reviewed/Revised Date: August 16, 2004

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