



The City Beautiful

City of Coral Gables Job Description

Job Title:	Welder – Mechanic Foreman	Prepared Date:	2/06
Department:	Automotive	Approved By:	
Classification:	4016	Approved By:	
Pay grade:	19C		
FLSA:	Non-Exempt		

Summary

This is responsible work directing, planning, supervising, and performing skilled welding work in the fabrication and repair of metal articles and metal equipment in the automotive, construction, and general maintenance field. Supervises and performs skilled Performs preventative maintenance and repairs on automobiles, trucks, and heavy equipment. Exercises initiative, decision-making, and independent judgment under the general direction of the Department Director.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Supervises subordinates and participate in cutting and welding such items of machinery and equipment as truck, bus, auto bodies, pump and engine parts, heavy construction equipment and similar machinery and apparatus.

Supervises and participates in the fabrication of tanks for truck bodies, trailer, turntables, special truck bodies and similar equipment and apparatus.

Supervises and participates in blacksmithing, such as the forging of tools of various types, straightening and reinforcing truck frames and bodies and similar work.

Assists in the design of and fabrication of a wide variety of metal parts and apparatus for the various departments of the City.

Keeps routine records of work performed.

Requisitions supplies and materials ensuring that quality parts are obtained at competitive prices.

Reviews work orders, estimates materials and time necessary to complete the project and assigns project for completion.

Tests and ensures that tests are completed before repaired items are returned to users.

Maintains and makes minor repairs to welding equipment.

Participates in the widest variety of automotive maintenance and repairs from minor work to complete rebuilding as necessary.

Conforms with and abides by all regulations, policies, work procedures, safety rules and instructions.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Thorough understanding of the metallurgy of steels, characteristic and weld-ability of metals, welding processes, heat treatments of metal, distortion control, flame cutting and techniques. Familiar with the proper usage of all types of welding equipment. Knowledge of the occupational hazards and safety precautions of the trade and proper use of tools and machinery. Knowledge of the principles of operation gasoline and diesel engines, automatic transmissions, fluid couplings and the repair and maintenance characteristics of a variety of earthmoving and other public works equipment. Ability to diagnose and correct problems detected in machinery. Ability to understand and act upon oral and written instructions including diagrams. Good organizational skills used to maintain basic shop records, prepare reports and efficiently delegate. Ability to supervise the work of others in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with subordinates, co-workers, officials, and the general public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English.

Work is performed both indoors and outdoors. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights, fumes, and dust are common. The position requires the ability to lift materials in excess of 50 pounds on a regular basis and to work in awkward positions. The incumbent may be required to stand for long periods of time.

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

Minimum Education and Experience

High school diploma or equivalent.

Minimum six (6) years experience at the journeyman level in automotive and construction equipment welding, including experience in a wide variety of gasoline and diesel powered public works equipment.

Valid Florida driver's license with Class A CDL.

CDL requirement may be waived for up to 90 days but must be obtained by the end of the 90 days for continued employment.

A comparable amount of training or experience may be substituted for the minimum education requirement.