

Summary of Duties: Does skilled heating, welding, cutting, and brazing in a shop or in the field, using oxyacetylene and electric welding equipment; or assigns, reviews, and evaluates the work of subordinates engaged in such work, applying supervisory principles and techniques in building and maintaining an effective work force, and fulfills affirmative action responsibilities; and performs related work.

Distinguished Features: A Welder is a certified journey-level worker who welds items such as automotive equipment, pipe fittings and fabricated metal parts. An employee of this class receives assignments in the form of blueprints, sketches, and verbal instructions normally indicating materials and general work methods, and usually works with little supervision. A Welder may act as a lead worker and assign and review the work of other welders, helpers, and apprentices. A welder frequently works in overhead and other awkward positions, and is subject to hazards such as eye injury from the glare of the arc, electric shock, burns, injuries from gas explosions, breathing toxic fumes, and working in hazardous locations. A Welder is distinguished from a Structural Welder in that the latter's primary responsibility is to weld structural and reinforcing steel members.

A Welder Supervisor primarily supervises Welders, but may also supervise Blacksmiths, Protective Coating Workers, Sheet Metal Workers, apprentices, and helpers. An employee in this class assigns work in the form of sketches and blueprints, and gives verbal and written instructions and technical advise as required. A Welder Supervisor receives assignments from maintenance, repair, and craft second level supervisory personnel in oral and written form. Incumbents in the class of Welder Supervisor, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance, and approval of time off requests. In some positions the work supervised by a Welder Supervisor is concerned with welding pipe carrying water or steam at high pressures and temperatures. Such welding must be in accordance with procedures which are often complex. Failure of welds frequently cause property damage. Work is evaluated in terms of coordination of work activities and timely completion of projects.

Examples of Duties: Welder: Lays out, cuts, bends, and fits material for welding; welds items such as boiler tubing, pipe sections and fittings, brackets, tanks, transformers, high pressure turbine cases, transformer cases, fabricated metal parts, crankcases, radiators, frames, automotive bodies, and hydraulic runners; brazes metals; hard-faces special parts requiring a high degree of hardness, such as power shovel bucket teeth, grader blades, and cutting tools; builds up worn and undersized machine parts; inspects, approves, and rejects contract

welding; takes and directs the taking of samples of welding work; inspects welds for porosity and degree of penetration; makes and uses templates and jigs; cleans and heats metals; sets up, regulates, maintains, and makes minor repairs to welding equipment; cleans, peens, and grinds completed welds; keeps records of time and materials for various jobs; may repair leaks on water mains in service; may be required to operate a submerged arc or inert welding machines; may work in stress relieving or frame straightening on large automotive apparatus; may operate metal spraying and automated cutting equipment; and may assist supervisor in designing modifications in equipment.

Welder Supervisor: Supervises journey-level workers, helpers or apprentices engaged in heating, welding, brazing, and cutting of ferrous and non-ferrous metals with oxyacetylene or electric equipment in shop and field fabrication, maintenance, and repair work; supervises certified welding on pressure vessels, fired vessels of unlimited temperatures and pressures, structural steel beams and gussets, and pipes and tanks, sometimes under water pressure; supervises special heat treating and metal spraying; supervises Blacksmiths engaged in forging new tools, in repairing old tools, and in manufacturing warehouse stock;

Instructs, advises, and supervises the work of inspectors engaged in the inspection of contract welding; takes and directs the taking of samples of welding work and inspects welds for porosity and degree of penetration; may personally inspect, approve, and reject contract welding; orders laboratory tests where necessary; approves requisitions for welding rods and other supplies; may supervise welding of plastic pipe;

Checks job shop cards and supervisor's order, and plans and lays out work; prepares preliminary estimates of time and labor requirements of jobs; prepares labor, material, and monthly activity reports; checks and approves time cards of subordinates; develops and prepares welding procedures and modifications to equipment; reviews work in progress and after completion; occasionally performs special welding jobs and performs the duties of a journey-level welder; communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; and assists employees in preparing for promotion as described in the City's Affirmative Action Program;

Both Classes: May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

<u>Knowledges</u>	<u>Welder</u>	<u>Welder Supervisor</u>
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The operation, adjustment, care, and minor repair of acetylene and electric welding and cutting equipment;	Good	Good
Preparing metals, cutting, welding, brazing, hard-surfacing, heat treating, stress relieving, slag removal, and brushing and grinding of welds;	Good	Good
Types of welds, joints, and welding rods used in welding various metals;	Good	Good
Properties of ferrous and non-ferrous metals in relation to welding and brazing;	Good	Good
Hazards and safety practices applicable to welding operations;	Good	Good
The inert gas welding process, including gas metal arc welding and gas tungsten arc welding;	Working	Good
The fabrication and use of templates;	Working	Good
Supervisory principles and practices including: planning, delegating and controlling the work of subordinates;	Working	Good
Basics of blacksmith and protective coating worker trades;		Good

Qualifications:

<u>Knowledges :</u>	<u>Welder</u>	<u>Welder Supervisor</u>
Techniques of training, instructing and evaluation of subordinate personnel;		Good
Techniques for counseling, disciplining, and motivating subordinates personnel;		Good
Procedures for grievance handling;		Good
Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program;		Good
Standard welding symbols as approved by the American Welding Society;	Working	Working
Laws and regulations related to equal employment opportunities and affirmative action;	General	Working
City personnel rules, policies and procedures;	General	Working
Memoranda of Understanding as they apply to subordinate personnel;		General
<u>Abilities :</u>		
Deal tactfully and effectively with employees and the public;	X	X
Read and interpret blueprints and drawings;	X	X
Estimate the time and material needed for a job;	X	X
Keep routine records, and prepare reports;	X	X
Supervise certified welding procedures;		X

Qualifications:

<u>Abilities :</u>	<u>Welder</u>	<u>Welder Supervisor</u>
Plan and coordinate the work of a journey-level welder;		X
Interpret specification and direct the inspection of contract welding;		X
Establish and maintain a work environment to enhance both employee morale and productivity;		X
Apply supervisory principles and techniques;		X
Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program;		X

Completion of a recognized apprenticeship or attainment of journey-level rank as a combination welder skilled in the welding processes of shielded metal arc, tungsten inert gas, gas metal arc, and oxyacetylene cutting, or four years of experience as a helper to a combination welder is required for Welder.

Four years of experience as a journey-level welder or blacksmith is required for Welder Supervisor.

License: Both Classes: A valid California driver's license and a good driving record may be required. For most positions, a license as a certified welder for structural steel issued by the Los Angeles Department of Building and Safety is required prior to appointment.

Prior to appointment to some positions, Welders will be required to pass the tests for Operator Qualification in accordance with Section IX of the ASME Boiler and Pressure Vessel Code.

Physical Requirements: Welder: Strength to perform average lifting up to 70 pounds and occasionally over 70 pounds; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling; arm, hand and finger dexterity with at least one hand involved in activities such as reaching, handling, and feeling; and good eyesight.

Welder Supervisor: Strength to perform average lifting up to 25 pounds and occasionally over 70 pounds; and good eyesight; back and

leg coordination involved in activities such as stooping, kneeling, crouching, and crawling; arm, hand and finger dexterity with at least one hand involved in activities such as reaching, handling, and feeling; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.