



JOB TITLE Welder-Mechanic	DATE July 29, 1999
DEPARTMENT Public Works	COMPARABLE WORTH RATING 60 - 63

REPORTS TO – Cemetery Sexton/Sanitary & Sewer Foreman

SCOPE OF POSITION:

General Statement of Duties: To perform all kinds of welding, brazing, cutting on any type of metal using gas and electric welding equipment, and to perform general maintenance/mechanic work in all departments of the City of Hibbing.

Supervision Received: Cemetery Sexton/Sanitary & Sewer Foreman, Lead Automotive Mechanic.

Working Environment: Indoor maintenance shop setting, outdoors all-weather conditions, handle fuels, solvents, lubricants, cleaners, welding materials, dusty dirty, noisy environment.

Supervision Exercised: Helpers

PERFORMANCE RESPONSIBILITIES:

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the Cemetery Sexton/Sanitary & Sewer Foreman.

- Receive instructions prints, and work orders from supervision.
- Includes all duties and functions of Automotive Mechanic.
- Interpret drawings and sketches.
- Select materials in accordance with suitability for the job.
- Lay out work, make sketches, determine stock sizes needed, design and fabricate equipment as needed.
- Set up, assemble, and construct special fixtures as needed.
- Perform gas and electric welding in all positions (down hand, vertical, overhead, etc.) includes stick and wire.
- Make any type of weld such as “V”, lap, butt, etc., preheating parts when required.
- Build up worn or defective surfaces. Clean, grind, and anneal parts and welded joints as required.
- Use burning equipment to dismantle equipment and to cut material to size and shape. Perform brazing as required.
- Perform work requiring a working knowledge of welding properties of various types of metals, welding rods, welding heats, stress relief, allowances for fit-up and machining and the effect of shrinkage, warpage, and expansion.
- Perform or assist in general maintenance work in all Public Works Departments including Waste Treatment Plants.



- Work in shop or field as required. Make out required reports.

KNOWLEDGE, SKILLS, ABILITIES:

- Interpret sketches and drawings of parts. Perform layout work and all types of welding. Perform mechanical repairs. Includes building maintenance.
- Considerable judgment required to determine best method and procedure to be followed in performing jobs.
- Considerable skill required to correctly apply proper amount of material in any position and on a variety of ferrous and non-ferrous metals.
- Use close attention and care with the welding equipment.
- Perform tradesman's work in and about the City installations. Works on critical and rush jobs associated with operations.
- Close mental or visual application required to operate equipment, plan work and layout. Interpret drawings.
- Ability to lift up to 55 pounds and work in awkward positions.
- Maintain a valid Class "A" CDL Driver's License.
- Ability to read and understand MSDS.

MINIMUM QUALIFICATIONS:

- High School diploma, or equivalent.
- Three (3) years of experience with maintenance mechanic, and/or.
- Two years accredited schooling in Diesel or Automotive Maintenance, welder certification, and two years work related experience.
- Class "A" CDL Driver's License.
- Subject to random drug and alcohol testing.
- Must pass basic skills test.

REVIEWED AND APPROVED BY:

Staff Representative –AFSCME

4/10/13
Date

City of Hibbing – Administrator

4-10-13
Date