

POSTING IS REQUIRED

Classification Notice No. 1371

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: October 17, 2012
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Welder (618-J).

This study is the result of the occupational group consolidation project. In speaking with labor and trades management, it was discovered that welder duties are being performed under the cover of other classifications and which warranted the creation of a new Welder classification.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CJ2735	Welder	618-J (\$42,230 - \$61,629)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday November 1, 2012 5:00 p.m.** in the CSA Board Room, Room 4.I.4, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Wednesday, October 31, 2012**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, October 30, 2012**.



Career Service Authority

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Welder

GENERAL STATEMENT OF CLASS DUTIES

Performs full performance journey work to fabricate, repair, modify, and install various types of metal structures and equipment using standard welding practices.

DISTINGUISHING CHARACTERISTICS

This classification fabricates, repairs, modifies and installs various types of metal structures and equipment using standard welding practices. The Welder is distinguished from the Facility Maintenance Technician, who performs full performance journey level work in one trades area and performs standard level work in a variety of trades areas in the construction, maintenance, and repair of City facilities and/or equipment.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Operates manual or semi automatic hand and power equipment to fuse, tack, grind, heat, bend, cut, weld, heliarc and braze ferrous or nonferrous metals in flat, vertical, or overhead positions.

Works from sketches or develops plans and designs to lay out, position, align, and secure parts and assemblies as part of maintenance and repair work.

Examines work for defects and measures works with straightedges or templates to ensure conformance with specifications, and detects faulty operation of equipment or defective materials.

Monitor the fitting, burning, and welding processes to avoid overheating of parts or warping, shrinking, distortion, or expansion of material.

Estimates materials, labor and equipment costs.

Maintains records and prepares reports.

Operates safety equipment and uses safe work practices.

By position, participate in snow removal duties as assigned.

By position, maintains shop inventory for welding supplies and materials.

By position, operates heavy equipment in connection with their assigned duties.

Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Technical Problem Solving – Troubleshoots, diagnoses, analyzes, and identifies system malfunctions to determine the source and cause of problems.

Self-Esteem – Believes in own self- worth; maintains a positive view of self and displays a confident, capable image.

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Reading – Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

Writing – Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Customer Service – Works and communicates with clients and customers to satisfy their expectations and is committed to quality services.

Self Management – Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Attention of Detail – Is thorough when performing work and conscientious about attending to detail.

Memory – Recalls information that has been presented previously.

Knowledge of materials, methods, and appropriate tools to process, treat, form, or shape metal.

Knowledge of machines and tools, including their designs, installation, uses, repair, and maintenance.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering an object 25 – 50 pounds.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

Working Environment:

Extreme Cold: temperature cold enough to cause marked bodily discomfort.
Extreme Heat: temperature hot enough to cause marked bodily discomfort
Temperature Changes: variations in temperature from hot to cold.
Noise: sufficient noise to cause distraction or possible hearing loss.
Hazards: conditions where there is danger to life, body, and/or health.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
Exposed to a variety of electro-mechanical hazards.
Exposed to hazards from electro/mechanical/power equipment.
Subject to burns and cuts.
Subject to electrical and radiant energy hazards.
Subject to injury from moving parts of equipment.
Works in precarious or high locations (ladders, scaffolding, etc.)

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

Three years of journey level welder experience in gas and electric welding in the maintenance and repair of equipment or machinery.

Education/Experience Equivalency:

Completion of a welding apprenticeship in gas and electric welding in all positions, on ferrous and nonferrous metals may be substituted for one year of the minimum experience requirement.

Licensure and/or Certification:

Possession of a valid Driver's License; by position, requires a Colorado Commercial Driver's License Class "B" within 90 days of appointment.

Requires welding certification issued by the American Welding Society, American Society of Mechanical Engineers and/or American Petroleum Institute.

CLASS DETAIL

FLSA CODE:

ESTABLISHED DATE: xx/xx/2012

ESTABLISHED BY: Blair Malloy

REVISED DATE:

REVISED BY:

CLASS HISTORY

This is a new class.