



The City Beautiful

City of Coral Gables Job Description

Job Title: Welder Mechanic II
Department: Automotive
Classification: 4015
Pay grade: 17C
FLSA: Non-Exempt

Prepared Date: 1/06
Approved By:
Approved By:

Summary

Responsible work requiring skilled welding in the fabrication and repair of metal articles and metal equipment in the automotive, construction, and general maintenance field. Performs preventative maintenance and repairs on automobiles, trucks and heavy equipment for the City of Coral Gables. Work is assigned, reviewed by inspection, and performed under the direction of a supervisor.

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.

Inspects and tests vehicles, makes visual and operational inspections of vehicles to diagnose problems and fixes problems affecting a variety of gasoline and diesel powered vehicles and heavy equipment such as automobiles, passenger buses, police and fire specialized equipment, general trucks, public works construction and maintenance equipment, etc.

Participates 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.

Participates in the fabrication and repair of tanks, truck bodies, trailer, turntables, special truck bodies and similar equipment and apparatus.

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.

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

Tests that all repairs are completed before 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 and instructions.

Conforms with all safety rules which includes wearing and using all appropriate safety equipment.
Performs other related tasks as required.

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Knowledge, Skills, and Abilities

Thorough understanding of the metallurgy of steels, characteristic and weldability of metals, welding processes, heat treatments of metal, distortion control, flame cutting and techniques is required. Familiarity with the proper usage of all types of welding and cutting equipment is essential. Knowledge of the occupational hazards and safety precautions of the trade and proper use of tools and machinery is essential. Knowledge of the principles of operation gasoline and diesel engines, automatic transmission, fluid couplings and the repair and maintenance characteristics of a variety of earthmoving and other public works equipment is required. The incumbent must possess the ability to diagnose and correct problems detected in machinery. The ability to understand and act upon oral and written instructions including diagrams and blue prints is essential.

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, write and speak English. Work is predominately outdoors and involves working near moving mechanical parts. Exposure to extreme temperatures, electrical hazards, noise, heights, fumes, toxic or caustic chemicals and dust are common. Must be able to lift, carry and or push articles weighing up to 50 pounds, and occasionally up to 100 pounds. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

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

Minimum Education and Experience

High school diploma or equivalent.

Minimum four years experience at the journeyman level in automotive and construction equipment welding, and fabrications including all position welding on a variety of metals.

Valid Florida Driver's License CDL Class A.

The CDL Class A requirement may be waived for 90 days at the discretion of the Department Head; but must be obtained by the end of the 90 days.