



Fleet Technician Welder I Fleet Technician Welder II

Purpose of the role:

Under supervision (Fleet Technician Welder I) or general supervision (Fleet Technician Welder II), performs a variety of skilled welding assignments in the field and in the shop; performs skilled electronic and oxyacetylene welding in the maintenance, repair and fabrication of vehicles and light, medium, and heavy duty maintenance and construction equipment; reads blueprints and schematics and draws rough sketches; repairs and maintains maintenance tools and equipment; and performs related duties as assigned.

Distinguishing Characteristics:

Fleet Technician Welder I – This is the entry-level class in the Fleet Technician Welder series. This class is distinguished from the Fleet Technician Welder II by the performance of the more routine tasks and duties assigned to positions within the series including less complex design, fabrication, and welding duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees are expected to perform a variety of duties and learn the full scope of duties assigned to Fleet Technician Welders. Advancement to the II level is based on demonstrated proficiency in performing the full range of fleet mechanic welder duties, and is at the discretion of higher level supervisory or management staff.

Fleet Technician Welder II – This is the journey level class within the Fleet Technician Welder series. Employees within this class are distinguished from the Fleet Technician Welder I by the performance of the full range of duties as assigned including the more complex design, fabrication, and welding duties, operating a variety of equipment, and providing training to less experienced Fleet Technician Welders. Incumbents in this class may lead and oversee the work of assigned employees including scheduling work assignments. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are alternately staffed and are normally filled by advancement from the Fleet Technician Welder I level, or when filled from the outside, require prior experience.

Essential Duties and Responsibilities:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs cutting, welding, brazing, and soldering in the fabrication, modification, repair, and rebuilding of light, medium and heavy duty equipment, vehicles, machinery, facilities, and public works infrastructure.

- Prepares, measures, lays out, and shapes surfaces to be welded or fabricated.
- Fabricates metal parts for vehicles, equipment, tools, tanks, plates, and grates; fabricates and installs bumpers, tow bars, tool boxes, pipe railings and related equipment.
- Repairs vehicle body and chassis parts, using hand and power tools and/or electric arc and oxyacetylene welding equipment; straightens and repairs bent vehicles, equipment, and tools.
- Reads and interprets manuals, blueprints, drawings, and specifications to fabricate equipment and tools.
- Performs emergency field repairs to equipment, vehicles, and facilities.
- Operates equipment and power tools, including arc welding, tig welding, and gas welding equipment, grinders, sanders, lathes, and saws.
- Coordinates completion of work with a variety of departments, supervisors, inspectors and crew leaders to insure work continuity and minimal disruption of City operations.
- Estimates time, materials, and equipment required for jobs assigned; requisitions materials as required.
- Cleans and maintains welding shop tools, equipment, and supplies in a clean and orderly manner.
- Maintains shop inventory; orders necessary supplies, materials, parts, and equipment.
- Ensures adherence to safe work practices and procedures.
- Diagnoses and performs major repairs and overhauls to light, medium, and heavy duty maintenance and construction equipment and vehicles as necessary.
- As assigned, oversees and assigns tasks to workers assigned to the welding shop; trains assigned employees in areas of work including proper welding methods, procedures, and techniques.
- Maintains records of work performed and materials used; enters work orders into the computer system.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Methods, techniques, tools, equipment and supplies used in electric arc and oxyacetylene, welding, brazing and soldering.
- Methods, techniques, and practices used in the fabrication, modification, and repair of vehicles, light, medium and heavy duty maintenance and construction equipment and facilities.
- Welding properties of various metals and alloys.
- Occupational hazards and standard safety practices.

- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and procedures of record keeping.
- Basic mathematical principles.

Ability to:

- Operate and maintain a wide variety of hand, power and welding tools and equipment used in the fabrication, modification and repair of vehicles, equipment and facilities.
- Read and interpret blueprints, drawings and specifications.
- Complete appropriate records and documents.
- Estimate necessary materials and equipment to complete assignments.
- Maintain an adequate inventory of supplies.
- Prepare basic records and reports.
- Operate office equipment including computers and supporting software applications.
- Work independently in the absence of supervision.
- Adhere to safe work practices and procedures.
- Learn and apply new information or new skills.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Accountable
- Problem Solver and Decision Maker
- Ethical
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Fleet Technician Welder I

Education:

Equivalent to the completion of the twelfth grade supplemented by specialized training in welding and fabricating.

Experience:

One year of skilled welding experience in the fabrication, modification and repair of light, medium and heavy duty equipment, vehicles and facilities.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

A class A California driver's license may be required for some positions.

**Education and
Experience
Guidelines:**

Fleet Technician Welder II

Education:

Equivalent to the completion of the twelfth grade supplemented by specialized training in welding and fabricating.

Experience:

Two years of experience at a level comparable to the Fleet Mechanic Welder I with the City of Thousand Oaks.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

A class A California driver's license may be required for some positions.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to perform heavy manual labor; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement; lift, carry and push tools, equipment and supplies weighing 25 pounds or more; climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Shop environment working near moving mechanical parts; occasional field environment with some travel from site to site; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, and inclement weather conditions including wet and/or humid conditions; work on slippery surfaces; frequently works near moving mechanical parts; works in precarious places or exposed to street/road traffic; frequently works around loud noise levels.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: