



**Job Title:** Grounds Welding Foreperson

**Exemption Status/Test:** Non-Exempt

**Reports to:** Grounds Supervisor

**Date Revised:** April, 2016

**Dept. /School:** Maintenance

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**Primary Purpose:**

To oversee and assist with the management of the welding, fence and playground department programs.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED  
Clear and valid Texas driver's license (CDL preferred)

**Experience:**

Five years' experience in welding, fence installation and repair, along with playground equipment installation and repair  
Five years' experience with school district programs preferred  
Five years' supervisory experience

**Special Knowledge/Skills:**

Knowledge of routine installation and repairs using best practices and methods  
Knowledge of MIG, TIG and ARC welding guidelines  
Knowledge of minor repair techniques and building maintenance: Experienced in welding stainless steel, aluminum and mild steel.  
Ability to troubleshoot and implement appropriate preventative measures and follow proper welding and metal techniques  
Willing to perform other duties as assigned.

**Major Responsibilities and Duties:**

**Welding/Installation Management**

1. Assist with overseeing the completion of work assignments by crew members and assist with decisions regarding job procedures, work standards and machinery use.
2. Enforces safe working conditions with all job assignments and is responsible for instructing staff on proper equipment use and work methods.
3. Assist and provide direct to staff on special projects and crews.
4. Manages to build maintenance program and improvement projects.
5. Reports concerns and all disciplinary problems to Supervisor/Management.
6. Responsible for overseeing sub-contractors' work and completions.
7. Ability to fill in as "Acting Supervisor" when needed.
8. Assist in conducting interviews/hiring of staff.
9. Ability to work with principals/contractors on a daily basis.

10. Ability to conduct training as needed "in or out" of field.
11. Willingness to perform all other duties as assigned.
12. Work cooperatively with principals and facilities managers to ensure a high standard of safety, cleanliness, and efficiency of building operations.
13. Establish and oversee work schedules and procedures for the regular care of all district facilities and special projects. Complete work assignments as required by supervisor and management.
14. Inspect all district buildings and facilities and schedule repairs as needed.

### **Safety**

15. Maintain safety standards in accordance with federal, state, district, and insurance regulations and train technicians on proper and safe use of equipment and chemicals.
16. Ensure that established safety procedures are followed including lifting and climbing. Make sure that tools and equipment are operated and chemicals handled according to established safety procedures.
17. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
18. Follow established procedures for locking, checking, and safeguarding facilities.

### **Inventory and Equipment**

19. Evaluate and recommend welding/installation supplies and equipment to be used.
20. Prepare, implement, and maintain preventive maintenance schedules for welding/installation equipment. Ensure that maintenance is completed and equipment is in safe operating condition. Recommend replacement of existing equipment when necessary.
21. Conduct regular inventory of physical equipment and supplies and maintain accurate records. Order tools, equipment, and supplies as needed.

### **Other**

22. Assist in the preparation of department budget.
23. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
24. Compile, maintain, and file all reports, records, and other documents as required including maintaining accurate information for payroll reporting (time cards, tardiness, and absenteeism).

### **Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of technicians.

### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard cleaning tools and equipment; standard yard maintenance equipment; may use small hand tools and power tools; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

**Motion:** Frequent walking; climbing stairs; ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards;

work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.