



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**AUTOMOTIVE WELDER**  
VEHICLE AND EQUIPMENT SERVICES

Human Resources Department  
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Newport News, VA 23606  
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## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position performs skilled automotive and heavy equipment welding work. Reports to an Operations Superintendent.

## **ESSENTIAL JOB FUNCTIONS**

Performs a variety of welding to complete structural repair and fabrication on various vehicles and equipment. Designs and fabricates metal components and structures to improve existing designs and reliability. Inspects and performs routine maintenance on light, heavy and specialized equipment.

Analyzes failures and makes recommendations to prevent similar failures in the future. Advises staff on specific metal repairs and methods. Reads and interprets equipment manuals, factory diagrams, and other technical manuals and blueprints; sketches planning drawings as required.

Maintains welding equipment to ensure full compliance with all safety rules and regulations; keeps welding work area neat, orderly, and free of all potential safety hazards.

Performs other duties as assigned.

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- Welding - Thorough knowledge of arc, metal inert gas (MIG), and gas welding procedures, tools, and equipment used in structural repair of light and heavy equipment and a variety of different tanks to include knowledge of various types of steel such as cast components and aluminum. Thorough knowledge of air carbon arc cutting and the use of oxy-acetylene torches.
- Safety - Thorough knowledge of occupational hazards, safety precautions, and safety regulations related to the operation of various welding operations.

## **REQUIRED SKILLS**

- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.
- Interpersonal Relationships/Customer Service - Develops and maintains cooperative and professional relationships with employees and the public.
- Judgement/Decision Making - Using logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to to diagnose and repair light and heavy equipment as well a variety of tanks.
- Computer Skills - Utilizes a personal computer with basic applications.

## **REQUIRED ABILITIES**

- Vehicle and Equipment Repair - Utilizes standard welding and shop tools, equipment, and measuring instruments to perform complex welding repair, fabrication and modification work.
- Communication - Ability to communicate ideas and verbally and in writing effectively so others will understand, to include interpreting and understanding drawings and technical manuals and preparation of detailed repair operations records. Ability to listen and understand information and ideas being presented verbally and in writing.
- Mathematics - Ability to perform basic mathematical calculations.

## **EDUCATION AND EXPERIENCE**

Requires any combination of education and experience equivalent to a high school diploma and 3 - 5 years of responsible welding experience.

## **ADDITIONAL REQUIREMENTS**

Acceptable general background check to include a local and state criminal history check; a valid commercial driver's license with acceptable driving record.

This position requires pre-employment medical evaluation and substance abuse testing and is subject to random alcohol and controlled substance testing.

Must provide and maintain a full set of hand tools and a locking tool box.

## **PHYSICAL REQUIREMENTS**

- Tasks require the regular and sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, temperature and noise extremes, hazardous materials, toxic agents, machinery, heavy equipment, vibrations, or traffic hazards.

## **PHYSICAL AND DEXTERITY REQUIREMENTS**

Requires light to medium work that involves walking or standing virtually all of the time and involves exerting between 20 and 50 pounds of force on a regular and recurring basis; considerable skill and adeptness in the use of the fingers, hands or limbs in tasks involving close tolerance or limits of accuracy.

## **SENSORY REQUIREMENTS**

This job requires normal visual acuity, and field of vision, hearing, and speaking.