

	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		DATE OF REVISION	9/28/10
POSITION	FACILITIES MAINTENANCE WELDER / FABRICATOR	MIN. HOURLY WAGE	\$16.9599
DEPARTMENT	Community Services (001-1909-519.12)		
JOB CODE	43915	GRADE	G27

PHYSICAL LOCATION:

- Various locations throughout City as assigned.

REPORTING RESPONSIBILITIES:

- Reports to the Facilities Maintenance Supervisor or designee.

GENERAL FUNCTIONS:

- Performs skilled work involving all facets of welding and fabricating, as well as general maintenance and repair of city owned buildings and facilities. Work involves duties which require the application of journeyman level welding/fabricating/ machining , mechanical skills, basic carpentry, painting, plumbing, concrete repair, roofing and electrical skills. Primary duties include maintenance and repair of welding/fabricating any and all City of Key West items and assisting with repairs, or installation of air conditioning systems, replacing and repairing plumbing and electrical fixtures/wiring, repairing carpentry issues, general facilities maintenance and office renovation and other duties as assigned.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, speak and understand English in order to communicate with the public, contractors and supervisors on needed repairs.
- Able to pass a physical fitness test to use safety equipment and perform duties, at City of Key West discretion
- Able to work alone without assistance and perform other duties assigned.
- Able to work outside in all weather conditions.
- Able to do drawing for permits and fill out required permits/ paper work.
- Able to gas weld, tig weld, mig weld, stick weld on all metals. (Test required to prove skill level)
- Able to use cutting tools torch, plasma, and metal shears. (Test required to prove skill level)
- Able to use fabricating tool punches, presses, breaks, lathe, and end mill (Test required to prove skill level)
- Able to work 40 hour work week and additional hours as required.
- Able to respond to after hours emergencies as required.
- Able to lift 50 pounds to a 45 inch height and carry it 100 yards.
- Able to use safety equipment respirator and other tool as required performing duties.
- Able to use equipment and tools as required to perform duties.
- Able to work in hot and/or confined spaces and work from various heights.
- Able to work with high voltage, high pressure, and chemicals.

EQUIPMENT TO BE USED:

- Special equipment as required to perform duties, hand and power tools, various types of light to heavy trucks, various types man lifts, various types scaffolding, painting equipment, pressure washers, various types welding equipment, various types fabricating equipment, computers etc.

ENVIRONMENT:

- Inside (with and without air conditioning)
- Outside in all types of weather.
- Confined spaces
- Work off of ladders for long periods

PHYSICAL REQUIREMENT:

- 10% Standing
- 15% Climbing
- 20% Bending
- 10% Reaching
- 20% Walking
- 5% Crawling
- 20% Lifting

DUTIES/TASKS/JOBS:

- Assist in the operation and maintenance of all city buildings and facilities.
- Assist with the development of preventative maintenance schedules for building and metal structure.
- Construct, maintain and repair all metal components, structures, equipment and other metal related items. Including inspecting equipment or facilities for cracks, metal fatigue and other issues requiring replacing, repairing, manufacturing and/or rebuilding equipment, buildings, structures and facilities.
- Assists in the general maintenance, construction and refurbishment of buildings or facilities; i.e. repair of carpentry, HVAC, Electrical, plumbing, doors, locks, holes in walls/ceilings, painting, concrete etc.
- Performs minor and major plumbing, concrete and electrical work, as well as unstopping drains, repairing flush valves, water fountains, water heaters, back flow preventors, HVAC systems; replacing light fixtures, ballasts, wall switches, float switches, repairing wiring and electrical motors; concrete repair of facilities.
- Maintains and repairs other equipment such as wheel loader, trailer, pumps, brackets, duct work, Roofs, emergency power generators, etc.
- Performs renovation work to office buildings and facilities.
- Performs routine inspections of buildings and facilities and notifies supervisor of problem areas.
- May accompany insurance, OSHA and inspectors on annual inspection of facilities.
- Performs other duties as assigned by designee, foreman, supervisor, superintendant and/or department head.
- Completes job order paper work on daily bases for work performed.

REQUIRED KNOWLEDGE, ABILITIES, SKILLS/QUALIFICATIONS:

- Advanced knowledge of welding, fabricating, fitting and machining.
- Knowledge of standard mechanical maintenance and repair techniques, materials and equipment.
- Knowledge of standard plumbing and electrical work practices, methods, tools and materials.
- Knowledge of standard carpentry practices, methods, tools and materials.
- Knowledge of interior finishing practices, methods, tools and materials.
- Knowledge of exterior finishing practices, methods, tools and materials.

- **Knowledge of standard concrete or masonry practices, repair methods, tools and materials.**
- **Knowledge of standard painting and coating application practices, methods, tools and materials.**
- **Knowledge of metal, membrane and tar and gravel roofing practices, methods, tools and materials.**
- **Knowledge of job and/or project estimation, practices, methods, procedures, tools and materials**
- **Knowledge of project management, time management practices, methods, procedures, tools and materials**
- **Knowledge of maintenance and repair of equipment such as power generators, mobile equipment, metal structures and etc.**
- **Knowledge of occupational hazards and safety precautions.**
- **Knowledge of various cleaning materials and chemicals.**
- **Skilled in the operation of power equipment.**
- **Knowledge of computer use and the ability to use a computer Work Order/Job Order system.**
- **Ability to detect equipment malfunctions and take corrective action.**
- **High school graduate or GED**
- **Training in construction, maintenance and repair of welding, fabricating, fitting and machining is mandatory.**
- **Five years relevant experience in general building maintenance, ability to demonstrate skills and document required job knowledge and/or possess Journeyman Level competency card in electrical, trades and HVAC, plumbing, carpentry, welding/fabricating.**
- **Valid Florida driver and license CDL preferred.**

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgments" and, if hired, that I can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS
AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

**Office of Human Resources
525 Angela Street
Key West, FL 33040
Telephone (305) 809-3714**