

Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Fabrication Mechanic I /II
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GENERAL PURPOSE

Under immediate (Fabrication Mechanic I) to general (Fabrication Mechanic II) supervision, performs a wide variety of skilled and difficult combination welding tasks in the maintenance, repair, modification and fabrication of equipment, vehicles, tools, machinery and facilities; repairs construction and agricultural tractors, engine driven water pumps, and gear heads; installs and services diesel particulate traps; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

Fabrication Mechanic I: This is the entry-level classification in the Fabrication Mechanic series. Initially under close supervision, incumbents learn and perform routine skilled welding tasks in the maintenance, repair, construction and installation of water mains, services and related appurtenances, vehicles and equipment. As experience is gained assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Fabrication Mechanic II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Fabrication Mechanic II: This is the fully qualified journey-level classification in the Fabrication Mechanic series. Positions at this level are distinguished from the Fabrication Mechanic I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions 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.

This classification is distinguished from the Mechanical Maintenance Supervisor in that the latter is a full supervisory class with accountability and ongoing decision-making responsibilities associated with the work.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Fabrication Mechanic I) to general (Fabrication Mechanic II) supervision from Mechanical Maintenance Supervisor. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Positions at the Fabrication Mechanic I level may perform some of these duties and responsibilities in a learning capacity.

- Performs a wide variety of skilled and difficult combination welding tasks in the maintenance, repair, modification and fabrication of equipment, vehicles, tools, machinery and facilities; ensures proper safety precautions are observed.
- Designs and fabricates specialized tools and equipment; constructs prototypes; makes “as built” sketches.
- Fabricates a wide variety of supports, brackets, ladders, racks, tanks, cages, railings, small bridges and other metal structures; straightens, shapes, brazes, tempers, cuts and welds varied metals in repair tasks.
- Diagnoses and performs major repairs and overhauls to tractors, pumps, and gear heads; repairs and rebuilds high pressure water pumps on the sewer cleaning trucks and other specialized pumps; repairs and replaces clutches on trucks, tractors, and other equipment.
- Installs catalysts and particulates emission filters.
- Installs and repairs vehicle mounted equipment such as electric cranes, hoists, hydraulic lift equipment, welders, and compressors.
- Fabricates pipe saddles and special pipe fittings used in the water distribution system, including the layout of angled connectors.
- Operates a diverse range of welding hand and power machines, tools and equipment.
- Reads and interprets diagrams and blueprints for fabrication assignments; interprets drawings and specifications to determine materials and parts required for assigned projects.
- Schedules and coordinates activities with other sections, divisions and field and treatment facilities.
- Orders and stocks parts, supplies, and equipment; maintains records of maintenance and inventory of all assigned equipment.

- Operates, inspects and performs minor maintenance of assigned vehicles and equipment; builds racks and other fixtures for holding tools on service vehicles; performs welding repairs to vehicle bodies, vehicles and equipment.
- Responds to emergency situations as necessary.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Positions at the Fabrication Mechanic I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Methods, practices, tools and equipment used in the oxyacetylene, MIG, TIG, Plasma cutter and electric arc welding trade.
- Practices and procedures of shop and field welding.
- Methods and techniques of reading and interpreting blueprints and drawings.
- Methods and techniques of diagnosing equipment malfunctions.
- Melding properties of the various metals and alloys used in the water utility field.
- Methods, practices, techniques, tools and materials used in the overhaul, maintenance and repair of construction equipment, tractors, pumps and gear heads.
- Principles and practices of record keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a diverse range of welding tasks, using multiple methods and associated tools.
- Operate and maintain a wide variety of hand, power and shop tools and equipment used in the work.
- Estimate necessary materials and equipment to complete assignments.
- Prepare basic records and reports.
- Read and interpret manuals, specifications and drawings.
- Use shop mathematics to make calculations.
- Fabricate and repair a wide variety of metal parts, equipment and tools.

- Make sound independent judgments within established guidelines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Fabrication Mechanic I: Two (2) years of progressively responsible experience in skilled welding and in the maintenance and repair of heavy vehicles or construction equipment.
- Fabrication Mechanic II: Four (4) years of progressively responsible experience in skilled welding and in the maintenance and repair of heavy vehicles or construction equipment or two (2) years as a Fabrication Mechanic I with the District.

Education:

- Fabrication Mechanic I/II: Equivalent to completion of twelfth (12th) grade, supplemented by completion of a recognized apprenticeship in welding.

Licenses/Certifications:

- Fabrication Mechanic I/II: A valid California driver's license and the ability to maintain insurability under District's Vehicle Insurance Policy.
- Fabrication Mechanic II: ASME, AWS or LA welding certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a workshop and in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties;

possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 45 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff. Employees must wear and use the proper Personal Protective Equipment (PPE).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in a workshop and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Fabrication Mechanic I/II class series are flexibly staffed; positions at the Fabrication Mechanic II level are normally filled by advancement from the Fabrication Mechanic I level; progression to the Fabrication Mechanic II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Fabrication Mechanic II level.

Eastern Municipal Water District
Job Title: Fabrication Mechanic I/II
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Fabrication Mechanic I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____