



Career Service Authority

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Senior Equipment Repair Technician

GENERAL STATEMENT OF CLASS DUTIES

Operates welding equipment and oversees the daily activity of crews involved in the repair and maintenance of various types of metal structures.

DISTINGUISHING CHARACTERISTICS

The *Senior Equipment Repair Technician* class operates welding equipment and oversees the activity of crews involved in the repair and maintenance of various types of metal structures. The *Equipment Repair Technician* class operates electric and gas welding equipment in the fabrication and repair of metal structures.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

Performs lead work over sub-professional employees.

ESSENTIAL DUTIES

Acts as the lead person over assigned personnel in a maintenance shop.

Assigns duties to workers ensuring proper tools are provided and standard welding practices are followed.

Maintains time cards on assigned personnel.

Ensures production quotas are maintained.

Works from sketches or develops plans and designs for maintenance and repair work.

Fabricates repairs, modifies and installs various types of metal structures and equipment using standard welding practices. Prepares surfaces for welding.

Cuts metal with oxi-acetylene torch or plasma cutter.

Lays out, heats, bends, cuts, welds, heliarc and brazes ferrous or nonferrous metals.

Estimates materials, labor and equipment costs.

Maintains records and prepares reports.

Assists other skilled trades employees as needed.

Some positions participate in snow removal duties as assigned.

Develops or modifies work plans, methods and procedures; determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback and furnishes information for the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty - Displays a high standard of ethical conduct and understands the impact of violating these standards on an organization, self and others; chooses an ethical course of action; is trustworthy.

Oral Communication - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others and facilitates an open exchange of ideas.

Problem-Solving - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Written Communication - Expresses facts and ideas in writing in a succinct and organized manner.

Reading - Understands and interprets written material, including technical information, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written materials to specific situations.

Metal Processing and Metalworking - Knowledge of materials, methods, and appropriate tools to process, treat, form, or shape metal.

Technical Competence - Uses knowledge that is acquired through formal training and/or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Leadership - Interacts with others to influence, motivate, and challenge them; adapts leadership styles to a variety of situations.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with ambiguity.

Leading a Diverse Workforce - Implements diversity policies for subordinate staff; supports opportunities to develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

Managing Human Resources - Plans, distributes, coordinates, and monitors work assignments; evaluates work performance, provides feedback on performance; ensures staff are appropriately utilized and developed, and are treated in a fair and equitable manner.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations; is sensitive to individual differences.

Arithmetic - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Reasoning - Identifies rules, principles or relationships that explain facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Self Management - Sets well defined and realistic personal goals; displays a high level of initiative, effort and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Teamwork - Encourages and facilitates cooperation, pride, trust and group identity; fosters commitment and team spirit; works with others to achieve goals.

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Planning and Evaluating - Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Mechanical - Knowledge of machines and tools, including their designs, installation, uses, repair, and maintenance.

Creative Thinking - Uses imagination to develop new insights into situations and applies new solutions to problems; designs new methods where established methods and procedures are not suitable or are unavailable.

Learning - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Technical Problem Solving - Troubleshoots, diagnoses, analyzes, and identifies system malfunctions to determine the source and cause of the problem.

Memory - Recalls information that has been presented previously.

Mathematical Reasoning - Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Eye-hand Coordination - Accurately coordinates one's eyes with one's fingers, wrists, or arms to perform job-related tasks (for example, to move, carry, or manipulate objects).

Agility - Bends, stretches, twists, or reaches out with the body, arms, or legs.

Self-Esteem - Believes in own self-worth; maintains a positive view of self and displays a confident, capable image.

Stamina - Exerts oneself physically over long periods of time without tiring (which may include performing repetitive tasks such as hammering or lifting objects)

Mental Visualization - Sees things in the mind by mentally organizing and processing symbols, pictures, graphs, objects, or other information (for example, sees a building from a blueprint, or sees the flow of work activities from reading a work plan).

Peripheral Vision - Sees objects or movement of objects to one's side when the eyes are focused forward.

Physical Strength - Exerts maximum muscle force to lift, push, pull, or carry objects; performs moderately laboring work.

Depth Perception - Accurately judges which of several objects is closer or farther away from the observer, or the distance between an object and the observer.

Knowledge of supervisory principles and practices sufficient to be able to perform a variety of lead work functions.

Knowledge of supervisory principles and practices sufficient to be able to contribute to the development of an employee performance enhancement plan and document employee performance.

Skill in applying existing guidelines or recommending new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

Skill in prioritizing and scheduling work to allow for its efficient and effective completion.

Skill in reviewing work for accuracy and completeness.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Lifting: raising or lowering an object from one level to another.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Working Environment:

Exposed to hazards from electro/mechanical/power equipment

Subject to burns and cuts

Subject to hazards of flammable, explosive gases

Subject to injury from moving parts of equipment

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

Three years of journey level welder experience in gas and electric welding in the maintenance and repair of equipment or machinery.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement on a year for year basis.

Licensure and/or Certification:

Possession of a valid Colorado Driver's License Class "R" at the time of application; some positions may require a Colorado Commercial Driver's License Class "B" within ninety days of appointment.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 02/16/2005

REVISED BY: Earline Hill

CLASS HISTORY: Class specification revised into the new format and to incorporate standardized lead worker duties and competencies.