



**DATE ISSUED:** 06/07  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Welder/Mechanic

### **JOB SUMMARY**

Performs vessel and pipe code welding and maintenance of mechanical equipment related to boilers and chillers in a central plant environment. Performs electrical and mechanical troubleshooting and repairs building and equipment HVAC related systems, components, etc. Assists in other fabrication work as required. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Supervisor, Central Plant

*Supervises:* No supervisory responsibilities

### **PRIMARY DUTIES - May include, but not limited to the following:**

Assists with operation of Central Plant on rotating shift including weekends and holidays.  
Provides for the fabrication of braces, racks or other structures needed to install equipment.  
Estimates time and materials for specific jobs.  
Performs all welding as needed to maintain proper operation of campus equipment.  
Repairs pumps, air compressors and mechanical equipment at a highly skilled level.  
Performs preventative maintenance on all Central Plant facilities and HVAC related equipment.  
Observes and enforces prescribed work and safety rules including vehicle operation.

### **ADDITIONAL DUTIES**

Assists other crafts as directed by Supervisor/Assistant Supervisor Inventories and assists in ordering materials and equipment.  
Performs other duties as requested.

## **EDUCATION**

High school diploma or equivalent required. Completion of technical courses in welding.

## **EXPERIENCE**

Five or more years of high pressure welding and mechanical work in an industrial atmosphere. Vocation or trade school could substitute on a year for year basis for experience.

## **REQUIREMENTS**

State welding certification. Valid Texas driver's license and a safe driving record such as required to attain Driver's Authorization through the university.

## **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Knowledge and skill in the use and care of acetylene and arc welding equipment, acetylene torches, grinders, presses, files, hammers, screwdrivers and other tools of the welding trade.

Knowledge of pumps, valves, air compressors and piping systems.

Ability to effectively communicate, both in person and by telephone/radio.

Ability to communicate in person, orally, and in writing.

Ability to respond to emergency situations in a timely manner.

Ability to use a personal computer and other office equipment.

## **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is occasionally required to stand; clean; crawl; kneel; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write walk; sit; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; climb stairs or ladders and scaffolding; talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

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## **WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud. Work is performed in a Plant environment. Exposure to any number of elements and may be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise. May be required to work in confined spaces, on ladders and rooftops, and in adverse weather conditions.

## **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***