

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

|   |  |               |
|---|--|---------------|
| CLASSIFICATION TITLE<br>Structural Steel Welder | OFFICE/BRANCH/SECTION<br>District 10 - Maintenance |               |
| WORKING TITLE<br>Structural Steel Welder        | POSITION NUMBER<br>910-680-6598-918                | REVISION DATE |

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the direction of a Caltrans Bridge Maintenance Supervisor, performs electric welding, gas welding, and metal shop fabrication for State-owned bridges and facilities in District 10. Work with bridge maintenance crews performing highway, building, and pump plant bridge facility maintenance.

May be assigned to other operational units and/or geographical areas as operational needs dictate.

**CORE COMPETENCIES:**

As a Structural Steel Welder, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Conflict Management**: Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **Fostering Diversity**: Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **Communication**: Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First, Cultivate Excellence - Innovation, Integrity)
- **Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety First, Cultivate Excellence - Innovation, Integrity)
- **Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety First, Cultivate Excellence - Engagement, Integrity)

**TYPICAL DUTIES:**

| Percentage                              | Job Description |
|---|-----------------|
| Essential (E)/Marginal (M) <sup>1</sup> |                 |

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| 40% | E | Operates electric welding and shop equipment including iron workers, hydraulic presses, cutoff saws, band saws, drill presses, and magnetic drills. Operates an oxyacetylene torch and welding equipment in heating, cutting, and performing related work in maintaining and repairing steel structures. Cuts, shapes, and welds structural steel members; removes welds and rivets and replaces with high strength bolts; removes projecting steel and caulks seams; repairs and straightens broken or bent bridge members and caulks seams; applies heat to steel to straighten or repair damaged members or to eliminate moisture, and accomplish other purposes on beams, plates, angles, and bars; and builds fixtures for fabrication of structural steel assemblies. Works from and erect scaffolding or emergency rigging, and on occasion uses pneumatic caulking, chipping, and riveting tools. |
| 40% | E | Under the direction of a Bridge Maintenance Supervisor: instructs, inspects, and performs the repair of concrete, asphalt, and epoxy overlays for bridge decks and roadways. Repairs structural steel, concrete, and timber structures; maintains building and bridge facility including cleaning of bridge decks, drainage systems, piers and lubrication of various bridge components. Assists with general bridge maintenance activities including traffic safety device repair and the operation of specialized bridge maintenance equipment. May be required to assist with purchasing materials. Must be able to keep records of labor, equipment, and materials used.  |
| 10% | M | Assists with traffic control duties such as setting up and execution of lane closures on two-lane and multi-lane highways, flagging operations, moving closures, and manned chain control. Required to properly set up signs, cones, barricades, message boards, and operate 2-way radios.  |
| 10% | E | May perform custodial work and make minor repairs to maintenance stations and highway facilities.<br>May be required to provide training on equipment to other employees. Attend all required safety meetings and job related training programs.  |

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

The Structural Steel Welder does not have supervisory responsibilities, but may at times provide guidance to other Bridge Maintenance employees.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have the ability to read, write, and follow oral and written directions in English at a level required for successful job performance.

Thorough knowledge of: Welding symbols, methods, materials, tools, and equipment used in fusion welding on structural steel; proper methods of applying heat to structural steel members. Must have knowledge of construction and maintenance methods and emergency procedures.

Knowledge of: The department's safety and health policies and procedures; knowledge of basic safety practices contained in the California Code of Regulations, Title 8 Industrial Relations, Construction Safety Orders and the General Industry Safety Orders regarding personal protective equipment.

Ability to: Use an electric welder and an oxyacetylene torch in cutting and welding work and their adjustment and repair; operate shop equipment such as iron workers, hydraulic presses, cutoff saws, band saws, drill presses and magnetic drills; read, interpret, and work from plans, drawings, and specifications; follow directions; rig and erect scaffolding and staging and work at considerable heights over land and water; do fabrication on, and repair of, moveable ladders, stagings, and miscellaneous bridge components and equipment. Must have the ability to work independently as well as in a Team environment.

License or Certification Requirements: Possession of the American Welding Society (AWS) D1.5 All-Positions Unlimited Plate Thickness Groove Test welding certification.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Poor decisions could result in the failure to properly operate, service, or maintain equipment and cause excessive repair costs, loss of equipment, and negatively impact work production. Negligence could also cause physical harm to the general public, operator and/or crew members. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

**PUBLIC AND INTERNAL CONTACTS**

May be asked to work with representatives from both public and private Local Agencies as well as all levels of Caltrans

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Management.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Will be required to bend, stoop, climb, kneel, reach, push, pull, stand, sit and operate equipment for long periods of time. May be required to assist in the clean up of various types of accidents involving personal injury to others and/or hazardous spills. Must have the ability to lift and move heavy objects. Must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses. Must be able to work alone and with others.

Will be required to manage assignments, deadlines and complete the requirements efficiently. Also be required to prioritize work assignments while under pressure.

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### WORK ENVIRONMENT

May be exposed to and work in loud noise, dust, chemicals, extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. Will be required to wear all personal protective equipment and follow all policies, and procedures. Will be required to work rotating or irregular shifts, including weekends, nights, holidays, overtime, and be able to respond to after-hour emergencies.

- Work in a climate-controlled shop under artificial lighting.
  - Required to travel throughout the District.
  - Heights of over 250 feet
  - Below ground depths of 60`
  - High winds
  - Work inside Bridge structures
  - Work in confined spaces
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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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