

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES

WELDER/MAINTENANCE - CLASS IV

1. **Position Summary**

Under the direction of the Supervisor of Maintenance, perform various maintenance activities.

2. **Duties**

- Supervise 1 to 4 maintenance assistants.
- Repair and replace floor coverings such as tiles and carpets through the estimation of material needs, selection and purchase of materials, and the pick up of materials from suppliers.
- Perform other related maintenance work such as repairing doors, repairing concrete, painting and welding.
- Serve as a substitute bus driver on occasion.

3. **Education**

- Grade X education and/or related work experience, including welding skills.
- Mechanical aptitude and some experience in building construction.
- Good communication skills.

4. **Experience**

- Over 6 months up to 1 year combined previous and on the job.

5. **Physical Demands**

- Vigorous physical activity in lifting of cartons, stretching carpets and in awkward positions in repairing floors and floor coverings.
- Visual and mental concentration required in welding.

6. **Working Conditions**

- Exposure to toxic substances such as tile adhesive.