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Specifications for the Class:

WELDER SUPERVISOR

Duties Summary:

Supervises skilled welders in the fabrication and repair of metal products using brazing and a variety of arc and gas welding equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the first full level supervisory class in the series.

This class differs from the class Welder II in that the Welder Supervisor reflects responsibility for a small welding shop and plans, lays out and inspects the work of a few skilled welder subordinates as well as the work of contract welders on a substantially full-time basis and only occasionally may perform skilled welding work.

Examples of Duties:

Plans, lays out, assigns and inspects the work performed by a few skilled welders engaged in performing heating, welding, cutting and brazing with oxyacetylene or electric welding equipment; plans and makes estimates for job requests; prepares drafts of specifications; inspects work performed by private contractors for conformance with specifications and drawings; reviews and evaluates work orders and prepares detailed estimates of material, equipment and labor needed; prepares and submits budget requests and other required operating reports.

Knowledge and Abilities Required:

Knowledge of: Practices and methods in the welding trade, including safety procedures, the tools, equipment and materials used in oxyacetylene and electric welding and brazing, including the composition and properties of ferrous and non-ferrous materials used in welding; and principles and practices of supervision.

Ability to: Plan, lay out, assign and review the work of several skilled welders; operate a small welding shop; read and interpret blueprints and sketches; recognize hazard typical of the work; estimate time and materials needed to complete welding jobs, keep records and make reports of operations; understand, give and follow oral and written instructions; deal effectively with others in organizing and expediting work.

Minimum Qualification Requirements:

Experience and Training: Eight years of work experience in the use and care of brazing, welding and related equipment used in the welding trade of which four years shall have been as a fully competent welder and including one year of supervisory work experience which included planning and scheduling the work of other fully competent welders, assigning and reviewing their work, and providing training or an equivalent combination of experience and training.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information, including the results of the medical examination, and requires the approval of the Superintendent or designee.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications and the minimum qualification requirements for the Executive Branch Civil Service class WELDER SUPERVISOR by the Department of Education Civil Service system.

DATE APPROVED: SEP 29 2006

EFFECTIVE DATE: JUL - 1 2005


for Gerald Okamoto
Assistant Superintendent
Office of Human Resources