

Job Description

Job Title: Master Welder/Fitter
Position Code:
Job Classification: Non-Exempt

Supervisor: Plumber Supervisor
Pay Grade: 30
Contract Length: 245 Days

Job Summary

Position is responsible for designing, laying out, fitting, fabricating and assembling components by several welding and mechanical techniques. Fabricates, installs, repairs and modifies furniture, gas lines, boiler components and piping, special hand tools, trailers and some motor vehicle parts. Having some knowledge of sheet metal work is valuable. Also responsible for maintaining air compressors, regulators, and hose reels at several locations. Must be trained in lead awareness and testing procedures. Will assist other shop personnel and perform some plumbing maintenance tasks.

Essential Duties

1. Perform all work as assigned, gather material for each task.
2. Communicate with shop supervisor on work status updates.
3. Access and communicate through email using Outlook.
4. Must have computer skills and the ability to navigate internet as needed.
5. Access and navigate the School Dude maintenance software to document labor, materials, and other applicable data.
6. Access and navigate the SunTrust Spending Platform to make purchases as well as reconciling P-Card purchases.
7. Selects material, equipment and prepares components for welding and assembly.
8. Bolts, screws, tacks, rivets, and clamps parts as needed for assembly.
9. Sets up welding equipment, devices, and tools. Performs proper safety techniques to protect themselves and others from harmful welding fumes and arc flash.
10. Must be familiar with all types of welding procedures such as Electric arc, Shielded Metal Arc Welding (SMAW), Metallic Inert Gas Welding (MIGW), Oxyacetylene welding, cutting, and brazing. Able to weld on stainless, aluminum, mild steel and non-ferrous metals.
11. Maintains welding, plumbing tools, and equipment. Services and uses cranes, band saws, drill presses, and sewer cleaning equipment.
12. Perform MIG, TIG, and Stick welding on various metals.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Plumber Supervisor or appropriate administrator.
2. Must be able to notice and address safety concerns and hazards.
3. Must attend training on job related safety.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of standard high school or GED. Must have at least 12 years of documented welding experience as a with demonstrated ability to weld ferrous and nonferrous metals using the SMAW, GMAW, FCAW and GTAW processes. Must have a demonstrated ability to design, fabricate and install welded and non-welded assemblies or items from field measurements and make field repairs to structural and non-structural assemblies and piping

systems. Completion of a recognized apprenticeship or trade school in this trade. Comprehensive knowledge of the standard practices of the welding and metal trades, tools, materials, and terminology of welding. Must demonstrate the ability to read and work from blueprints, have mechanical aptitude, and be able to plan daily work. Sufficient agility to climb ladders and work in confined spaces above and below ground. Must be able to operate a motor vehicle and possess or be able to obtain a valid Virginia Driver's License. Must possess ASME certification showing passage of SMAW 6G, 2" pipe 7018 electrode with no backup ring test and position plate, 3" 6G pipe, AWS D1.1 structural steel code certification. NFPA-70E certification preferred.

Working Conditions and Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Demonstrates ability to climb ladders and work in confined spaces above and below ground. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a workshop/building environment. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: None

Supervision Received: Plumber Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The Welder/Fitter will be required to follow any other instructions and to perform any other related duties as assigned by the Plumber Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____

Revised 09/2021 CR
Updated 03/2026 LS