

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** WELDER/MACHINIST TECHNICIAN

**Reports To:** Designated Supervisor

**UW Job Code:** 6229

**UW Job Family:** 62 – Crafts/Trades

**SOC Code:** 51-4041

**FLSA:** Non-exempt

**Pay Grade:** 19

**Date:** 1-7-16 (9-1-22)

### **JOB PURPOSE:**

Under minimal supervision, develop and maintain equipment with obsolete or unique components for all University Operations departments. Perform design,, machining, fabricating, welding, maintenance and alteration of machinery, machine parts, tools and equipment, and installation of components.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Properly and safely selects, aligns, secures and removes holding fixtures, cutting tools, attachments, accessories and materials onto machines.
- Uses precision tools, machinery and equipment such as lathe, milling machine, drill press, chop saw, band saw and a variety of cutting tools and equipment.
- Read and interpret blueprints.
- Fabricate mechanical equipment, and components according to drawings, schematics, blueprints and verbal instructions.
- Takes precise measurements to meet tolerance requirements.
- Create necessary drawings, schematics or blueprints.
- Weld and solder materials required for individual projects.
- Determine the appropriate welding equipment or method based on requirements.
- Weld components using welding equipment in various positions (vertical, horizontal or overhead).
- Repair broken or cracked parts, fill holes and increase size of metal parts.
- Assemble manufactured parts into completed equipment; operate and test equipment to ensure proper working order.

### **SUPPLEMENTAL FUNCTIONS:**

- May develop specifications from general description and draw sketches of parts or products to be fabricated.
- Maintain records of drawings, time and materials required to complete projects.
- Maintain an inventory of equipment, materials and tools; may recommend the purchase of standard or specialized items.
- Snow removal across campus as assigned.

### **COMPETENCIES:**

- Analysis/Problem Identification
- Work Standards
- Attention to Detail
- Work Tempo
- Technical/Professional Knowledge
- Quality Orientation

### **MINIMUM QUALIFICATIONS:**

Education: **High school diploma or GED required**

Experience: **3 years work-related experience in the construction, repair or maintenance of mechanical or equipment including demonstrated welding and fabrication**

Required licensure, certification, registration or other requirements: **Ability to obtain welding certification 3G within six (6) months**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Essential principles and practices of welding and fabrication
- Equipment safety inspection methods and techniques.
- Safety measures and occupational hazards of the trade.
- Experience with required operation, maintenance and repairs for the assigned equipment and tools.
- Inventory management.

Skills and Abilities to:

- Assemble equipment.
- Follow detailed written and oral instructions.
- Maintain complete and accurate records.
- Prepare and interpret schematics.
- Troubleshoot mechanical failures.
- Weld and solder using a variety of methods and techniques.
- Draft mechanical diagrams.

- Move up to 50 lbs.

**WORKING CONDITIONS:**

Shop and field site environments; regularly exposed to electrical, mechanical, chemical and fire/explosive hazards, fumes and vapors; occasionally subject to confined spaces.

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.