



POSITION DESCRIPTION

JOB TITLE:	Welder	JOB CODE:	
DEPARTMENT:	Various Departments	PAY GRADE:	ST
REPORTS TO:	Various, depending on assignment	PAY STATUS:	Full Time / Hourly
APPROVED BY:	<i>Brenda E. John</i> , Human Resources Manager	REGULAR/SEASONAL:	Regular
		DATE APPROVED:	4/24/2019

I. POSITION FUNCTION SUMMARY:

Under direct supervision, the Welder performs various forms of welding such as maintenance, fabrication, brazing and cutting metal components to assemble structural forms using knowledge of welding techniques requirements to assist and support various departments, including Farm Support Services and Technical Services. Welders will have a primary job assignment to a department.

II. ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

The following statements are essential functions of this position and not intended to be all-inclusive; rather, they are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the incumbent, and an employee may be directed to perform other reasonably related job duties and responsibilities. NAPI reserves the right to revise or change the job duties and responsibilities as the need arises, based on business need, and this position description may be updated accordingly. This position description does not constitute a written or implied contract of employment.

General Duties & Responsibilities

1. Performs various forms of welding such as maintenance, fabrication, brazing, and cutting using gas and electric welding equipment.
2. Reviews layouts, blueprints, diagrams, or work orders in preparation of welding or cutting metal components.
3. Welds metal parts together as specified on material layouts, diagrams, work order instructions, and/or oral instructions utilizing gas or electrical welding materials or brazing.
4. Uses Personal Protective Equipment (PPE) to protect eyes from considerable glare, as well as to protect from exposure to moderate burns, and flying objects such as chips and scale.
5. Cleans and prepares surfaces to be welded.
6. Sets up, assembles, and tacks weld parts.
7. Preheats work pieces preparatory to welding or bending, using torch.
8. Connects hoses from torch to tanks of oxygen and fuel gas, and turn valve to release mixture.
9. Operates power tools on ground surface and at times utilizing stepladders. Power to be generated by an electric generator, or pneumatic.
10. Operates Gasoline Welding Machine, Hand Tools, Cutting Wheel, and Grinder.
11. Monitors and reviews information from materials, events, or the environment, to detect or assess problems.
12. Fills cavities or corrects malformation in lead parts and hammers out bulges and bends in metal work pieces.
13. Chips or grinds off excess weld, slag, or spatter, using a hand scrapper, power chipper, portable grinder, or arc-cutting equipment.
14. Repairs equipment by using welding techniques and appropriate welding equipment.

15. Repairs broken or cracked parts, fill pin sized holes, and increases size of metal parts using welding equipment and techniques.
16. Repairs include broken or cracked parts, refilling holes and increase size of metal pores.
17. Repairs worn or damaged irrigation piping, prefabricating steel pipes and fittings to withstand pressure at 200psi.
18. Builds up worn or defective surfaces.
19. Welds in flat, horizontal, vertical, or overhead position.
20. Examines work pieces for defects and measures work pieces with straightedge or template to ensure conformance with specifications.
21. Dismantles metal assemblies or cuts scrap metal, using thermal-cutting equipment such as flame-cutting torch or plasma-arc equipment.
22. Positions and secures work pieces, using hoist, crane, wire and banding machine, or hand tools.
23. Obtains specific electrodes and selects one based on bead and the thickness of metal.
24. Performs all other related task such as flame cutting and grinding.
25. Job requires providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
26. Job requires inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
27. See DEPARTMENT JOB ASSIGNMENTS beginning on page 2.

Other

28. Works collaboratively, cooperatively, and in coordination with fellow team members and with others in the organization, treats them with respect, courtesy and consideration, and shows understanding and the appropriate support of other team members to help get the job done.
29. Provides information, guidance and resources to diverse groups of customers, clients and others outside of the organization; treats them in a friendly manner with professionalism, helpfulness, respect, courtesy and consideration at all times regardless of circumstances.
30. Maintains regular, dependable attendance and punctuality, and physical presence at the assigned worksite; must interact directly with people or objects at the worksite on a regular basis. Communications technology may, for certain tasks and under certain circumstances, enable an employee to effectively perform some of the work-related duties from home on a temporary basis.
31. Complies with all applicable environmental health and safety policies, procedures and work rules, giving maximum effort to performing job functions in a manner that protects the health and safety of the incumbent, co-workers, and the general public
32. Performs other duties as assigned and which are deemed necessary or desirable by NAPI.

DEPARTMENT JOB ASSIGNMENTS

This Job Description is intended to be somewhat general in nature with respect to the job family, and as such it does not detail all duties of a particular job assignment. Additional duties, responsibilities, and accountabilities may be assigned to an incumbent in this position depending on the Department Job Assignment.

Farm Support Services

1. Fabricates equipment by cutting, burning, and welding various metals such as aluminum, cast iron, and other metals.
2. Assists with manual labor in digging for underground piping; utilizing a shovel and other related tools.
3. Assists in shop with labor duties during down time.

Technical Services

1. Fabricates equipment by cutting, burning, and welding various metals such as aluminum, cast iron, and other metals.
2. Weld on elevated surfaces up to 80 feet from ladder, scaffolding, bucket truck, scissor lift, and articulating boom lift.
3. Fabricates steel parts and fittings to repair damaged waterline and recondition irrigation systems.
4. Assists with the following: irrigation system repairs, maintenance of irrigation systems and waterline repairs.
5. Assists with loading and unloading irrigation systems which requires physical movements.
6. Assists with installing waterline pipes such as PVC and steel pipe size 6", 8", 10" and 12".

7. Assists with manual labor duties by assisting department crew with assembling and disassembling of new, existing irrigation systems, and other facility maintenance when there are no welding work orders.
8. Assist with manual labor duties by preparing and placing concrete pad and thrust blocks of water delivery through irrigation systems.
9. Assist with manual labor duties by digging for center point pad structure, cover and uncover underground waterline and electrical conduit utilizing a shovel or other digging materials.

III. POSITION AUTHORITIES AND ACCOUNTABILITIES:

General:

Position has low to no level of line responsibility and very limited authority to make independent decisions over an assigned department or function.

Results of Action:

Decisions will have a high degree of impact on operations or services. Errors may result in significant disruption of operations or services or damage to operational activities. Errors in accuracy, judgment, tact or communication could result in a loss of productivity, and a significant loss of credibility and potential income for the organization. Failure to establish and monitor work schedules for the Department will result in an inability to meet deadlines and will delay the completion of records and other projects.

Budgetary & Financial Resources Accountability:

Position has no accountability for budgetary or financial decisions, and decisions will have no degree impact on resource utilization within NAPI.

Equipment/Material Management & Accountability:

Position has minimal level of responsibility for equipment, material, or supplies; proper utilization is required plus accountability for first-echelon maintenance may be required; no authority and accountability for purchase within strict policy guidelines may be present.

Confidential and Sensitive Information:

- Incumbent has limited access to sensitive and proprietary company data, including but not limited to services, legal and financial data, and an essential job result is the maintenance of a high level of confidentiality of the information processed by the employee.
- Incumbent has limited access to personal and professional data regarding individual employees and their families, and to personal data regarding customers/clients/members and their families, and must comply with the Fair and Accurate Credit Transactions Act (FACTA) to keep that data secure and private.
- Incumbent has no access to health data of employees and their families, and to health data of customers/clients/members and their families, and must comply with the Health Insurance Portability and Accountability Act (HIPAA), to keep that data secure and private.

Independence of Action; Supervision Received:

The Welder works under general supervision of the Farm Support Services Manager or Construction Foreman, depending on departmental assignment. Production generally precedes a check on the quality of work. Established methods and procedures are clearly established and general instructions provided.

Supervision Exercised:

The Welder is responsible for own work, and has no supervisory authority or responsibility, although the Welder may retain functional authority over specific projects or areas of responsibility as specified in this Job Description or otherwise delegated by the Farm Support Services Manager or Construction Foreman, depending on departmental assignment.

IV. POSITION QUALIFICATIONS AND REQUIREMENTS:

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 for the position, but is not a comprehensive list. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Required:

- High school diploma or GED, or High School Equivalences.
- Certificate in Welding or a relative field of study is required.

Preferred:

- Three (3) years directly related work experience in Welding.

Substitution:

- Additional education or training may substitute for experience requirement.

Navajo Preference:

Navajo preference will be applied in accordance with the Navajo Preference in Employment Act (NPEA), it is Navajo Agricultural Products Industry's ("NAPI") goal and intention to strictly adhere to the NPEA in all employment practices and hire qualified Navajo Personnel for all positions. Tribal sovereignty support and Navajo preference initiatives are mandatory.

Language Requirements:

Required:

Ability to read and write English in order to understand and interpret written procedures and technical manuals. This includes the ability to give and receive instructions in written and verbal forms and to effectively present information and respond to questions from vendors, contractors, supervisors and co-workers.

Preferred:

Bi-lingual (English/Navajo)

Shared Responsibilities:

As a requirement of their employment, all NAPI employees are expected and required to follow and adhere to the following job responsibilities:

- Support the mission, vision, values, and goals of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy, and deliver excellent customer service both to internal and external customers.
- Adhere to all company policies and procedures.
- Follow all safety policies, guidelines, and work rules, and participate in trainings.
- Practice good stewardship of NAPI property and follow policy.
- Act in a professional manner at all times.
- Function from INTEGRITY, HONESTY, and LOYALTY in all activities concerning NAPI.
- Follow the current NAPI Strategic Plan initiatives.
- Maintain and support a team environment within the workgroup, and with other departments.
- Champion NAPI in the community.

Core Competencies:

Performs the essential functions and elements of this position competently, demonstrating adequate progress throughout the course of the introductory period of employment and continuing throughout employment with NAPI. A variety of personal competencies need to be demonstrated by everyone at NAPI, and include but are not limited to:

- Quality/Compliance: Achieving a standard of excellence with our work processes and outcomes, honoring NAPI policies and all regulatory requirements.
- Customer focus: Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer or client, rather than on self, department, or organization.
- Communication: Balancing listening and talking, speaking and writing clearly and accurately, influencing others, keeping others informed.
- Collegiality: Being helpful, respectful, approachable, and team oriented, building strong working relationships and a positive work environment.
- Initiative: Taking ownership of our work, doing what is needed without being asked, following through
- Efficiency and Continuous Improvement: Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things
- Coachability: Being receptive to feedback, willing to learn, embracing continuous improvement
- Team Player: able to work collaboratively with others in the organization, and to work well with diverse groups of people and gain and maintain respect of others, both inside and outside of NAPI.
- Self-Management: Skill in managing one's own time, being self-directed, able to work in a changing, stressful, fast-paced and varied work environment; must be detail-oriented and thorough in completing tasks, and persistent in the face of obstacles.

Knowledge, Skills and Abilities:

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 to perform the essential functions of the position, but are not a comprehensive list:

- Knowledge of OSHA Welding safety standards
- Ability to be precise and control where damage could be considerable.
- Ability to be attentive is required to prevent injury to others when performing maintenance work.
- Ability to be careful about detail and thorough in completing work tasks.
- Ability to be reliable, responsible, and dependable, and fulfilling obligations.
- Ability to maintain composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Ability to develop one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Ability to accept criticism and dealing calmly and effectively with high stress situations.
- Ability to establish and maintain personally challenging achievement goals and exerting effort toward mastering tasks.
- Ability to be persistent in the face of obstacles.
- Ability to be pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Ability to analyze information and using logic to address work-related issues and problems.
- Ability to be creative and alternative thinking to develop new ideas for and answers to work-related problems.
- Ability to work outdoors.
- Ability to lift and carry materials.
- Ability to operate ½ ton -1 ton 4x4 truck, automatic and manual transmission drive.
- Ability to complete tasks as directed by supervisor.
- Ability to take on responsibilities and challenges.
- Ability to keep up-to-date technically and applying new knowledge to your job.

Certification, Licenses and Registrations:

- Must have and maintain a current New Mexico or Arizona driver's license (preferably by New Mexico) must have and maintain an NAPI-insurable driving record, and may be required to provide proof of current liability insurance meeting or exceeding State-required minimum coverages.

Training Requirements:

- Must successfully complete all NAPI-required safety and other training
- Must successfully pass and maintain training certification in all state, NAPI, and/or other training requirements of the position and job assignment.
- Additional specific training requirements for this position may be required by NAPI.
- First Aid, CPR, and Defensive Driving Course (every 2 years).

Tools and Equipment Used:

- Standard office equipment, including desktop computer and standard MS-Office applications
- Must be able to operate a NAPI vehicle and a two-way radio.
- Must have own set of work tools and steel-toed shoes.
- Must adhere to dress code standards; and personal protective equipment.

Other:

- In accordance with the conditional offer of employment, individual must pass drug screen, and all NAPI, and other required background investigations.
- Additional drug screening and background investigations may be required depending on the job assignment, or job transfer.
- Must read and acknowledge NAPI's Non-disclosure agreement.

V. PHYSICAL & MENTAL DEMANDS and WORKING CONDITIONS

The physical and mental demands, and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical and mental demands, and working conditions 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 of this position.

NAPI maintains a comprehensive, detailed assessment of the physical and mental demands, and working conditions for this position, which are also included in the incumbent's employment file.

Physical Effort and Demand:

- Significant physical demand is required to perform the work; an employee in this position frequently stands, walks, kneels, squats, crawls, twists, and climbs.
- Significant physical demand is required to perform the work; an employee in this position frequently lifts a minimum of 50 pounds.
- Significant physical demand is required to perform the work; an employee in this position frequently using hands to finger, handle or feel, reach with hands and arms.

Visual Acuity, Hearing, Speaking, Manual Dexterity:

- Must have visual acuity and manual dexterity to perform timely and accurate data entry;

Mental Demand:

- Effective performance requires continual thinking and attention to work/detail demanded by the Knowledge, Skills and Abilities and essential functions of the job.
- Must be able to work non-standard work hours as required to fulfill job responsibilities.
- Must be available 7 days a week to meet deadlines and respond to operational needs particularly during irrigation season.
- Must be able to thrive in a fast-paced and pressured environment and must be able to shift to other functions and priorities as needed.

Environment/Working Conditions:

- Little to some hazardous conditions exist in the work environment. The work environment is pleasant; only minimal negative physical factors exist.
- Above average amount of negative psychological factors; these factors must be addressed and considered in the performance of duties and have potential for a negative impact on job incumbents.
- Little to moderate exposure to hot, cold, wet, humid, or windy conditions caused by weather.
- Little to moderate exposure to conditions such as dust and particles that affect the respiratory system, eyes or, the skin, depending on department job assignments.
- Little to moderate exposure to noise level in the work environment may be loud.
- Works in confined space.

VI. EMPLOYEE ACCEPTANCE:

By my signature below, I certify that I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description.

Employee – please initial each of these statements below to indicate your agreement, in addition to your signature at the bottom of this page:

_____	I acknowledge that I have been given access to a print and/or electronic copy of the NAPI Employee Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it.
_____	I understand that I am responsible for following all departmental and job-specific policies, procedures, work rules, and other guidelines.
_____	I understand that neither the Board of Directors nor management of NAPI can guarantee my employment, and that NAPI can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion to meet business needs of NAPI.
_____	I further understand that the foregoing Job Description is not all-inclusive of the duties to which I may be assigned. To meet business needs, ensure maximum flexibility and efficiency, and to encourage cross training, I acknowledge that I may be assigned additional duties as are deemed necessary or desirable by NAPI.
_____	I acknowledge that NAPI also reserves the exclusive right to transfer, assign, or locate the incumbent to another job assignment within this job title for which I am qualified. Such transfer, re-assignment or re-location may be on either a temporary or regular basis, and shall be done to meet the business needs of NAPI.
_____	I also certify that I can perform the essential functions of this Job Description either with or without a reasonable accommodation.
_____	I further acknowledge that this Job Description does not constitute a written or implied contract of employment with NAPI.

Accepted and Acknowledged by:

Employee Signature

Date

Print Employee's Name

Witnessed by:

NAPI Representative Signature

Date

Print NAPI Representative's Name and Job Title