

DUTIES DESCRIPTION RECORD

DDR. 45-83711

Department Position Title	APPRENTICE WELDER	Position Grade	
System	WATER	Position Code	6.39
Division	GENERAL SERVICES	Number of Positions	2

Schedule of CompensationSummary Duties

A		B		C		D		E	
PG	STEP	PG	STEP	PG	STEP	PG	STEP	PG	STEP
19	1	19	2	19	4	23	4	26	4

Works as a trainee under close supervision assisting one or more journeyman welders using electric arc, acetylene torch, inert gas shielded arc and other welding, brazing and cutting equipment and processes in the shop and field; performs semi-skilled welding work independently including manual tasks as assigned; receives on-the-job instruction and approved classroom instruction in the welding trade to acquire proficiency in all phases and to learn the trade sufficiently to qualify as a journeyman welder and to pass the civil service examination for the class; and performs related duties.

Illustrative Duties

Works as a trainee with, and assists one or more journeyman welders in welding with electric arc, acetylene torch, inert gas shielded arc and other welding, brazing and cutting equipment and processes in shop and field; assists in welding, brazing, cutting and bending various ferrous, nonferrous and other metals, alloys and materials; assists in laying out work from blueprints, sketches, oral instructions and from job requirements, and assists in fabricating by cutting, shaping rebuilding, hardfacing and welding various pipe fittings to pipe sections.

As a trainee, performs work ranging from manual, repetitive tasks to major repairs and fabrications involving various aspects of the welding trade such as welding, brazing and cutting various ferrous, nonferrous and other metals and alloys, using cutting torch, arc, hammer and chisel, power grinder and file and hand and power tools common to the trade; cleans and sweeps up the shop; loads materials and supplies and performs other manual tasks; receives on-the-job classroom instructions in an approved school to acquire proficiency in the welding trade and to pass the civil service examination for the class of welder.