



Navajo Agricultural Product Industry Job Description

Job Title: **Welder**

Location: **Region II Shop**

Work Schedule: **Varied**

Department: **300 – Farm Support**

Exemption Status: **Non-Exempt**

Grade: ***17**

Salary Range: **\$13.00 - \$15.75**

Reporting Relationship: **This position reports to the Farm Support Manager.**

Summaries of Duties and Responsibilities

This position was created to perform various forms of welding such as maintenance, fabrication, brazing, and cutting using gas and electric welding equipment.

Shared Responsibilities:

- Support the mission, vision, and goal of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy.
- Adheres to all company policies and procedures.
- Follow safety guidelines 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 a team environment with other departments.
- Champion NAPI in the community.

Primary Duties and Responsibilities:

Essential Functions

1. Cleans and prepares surfaces to be welded. Sets up, assembles, and tacks weld parts.
2. Preheats work pieces preparatory to welding or bending, using torch.
3. Connects hoses from torch to tanks of oxygen and fuel gas, and turn valve to release mixture.
4. Assists with manual labor in digging for underground piping; utilizing a shovel and other related tools.
5. Operating power tools, using a stepladder when required.
6. Fabricates equipment by cutting, burning, and welding various metals such as aluminum, cast iron, and other metals. Repairs equipment by using welding techniques and appropriate welding equipment.
7. Reviews layouts, blueprints, diagrams, or work orders in preparation of

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FLSA Status: Non-Exempt

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welding or cutting metal components.

8. Repair broken or cracked parts, fill pin sized holes, and increases size of metal parts using welding equipment and techniques. Builds up worn or defective surfaces.
9. Repair worn or damaged irrigation piping, prefabricating steel pipes and fittings to withstand pressure at 200psi.
10. Operating power tools on ground surface, and at times utilizing stepladders. Power to be generated by an electric generator, or pneumatic.
11. Welds in flat, horizontal, vertical, or overhead position.
12. Chips or grinds off excess weld, slag, or spatter, using a hand scrapper, power chipper, portable grinder, or arc-cutting equipment.
13. Fills cavities or corrects malformation in lead parts and hammers out bulges and bends in metal work pieces.
14. Examines work pieces for defects and measures work pieces with straightedge or template to ensure conformance with specifications.
15. Dismantles metal assemblies or cuts scrap metal, using thermal-cutting equipment such as flame-cutting torch or plasma-arc equipment.
16. Positions and secures work pieces, using hoist, crane, wire and banding machine, or hand tools.

Performs other related duties and assignments as required.

Education, prior work experience, and specialized skills and knowledge:

- This job requires a High School Diploma (or GED or High School Equivalence).
- Degree/Certificate in Welding or a relative field of study is required.
- College course work in welding or relative field of study is helpful.
- Certification in First Aid/CPR, Confined Spaces, and Defensive Driving.
- Number of year's experience: A minimum of 3 years previous work experience in welding.
- This job requires the incumbent to have a valid driver's license with an acceptable driving record. A CDL is helpful.
- Education/training can be substituted for previous work experience.
- Ability to use a computer, Windows, Internet Explorer, Microsoft Office Professional 2007 components as Excel, Word, Power point and email programs.
- Ability to use search engines, data queries, and assimilate printed information is required.
- Ability to speak in public is required.



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- Ability to communicate effectively orally and in writing in English is required; Navajo is helpful.
- Knowledge of OSHA Welding safety standards
- Job requires ability to operate Gasoline Welding Machine, Hand Tools, Cutting Wheel, and Grinder.
- Job requires ability to stoop, bend, and work on overhead structures as needed.
- Job requires effective use of 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.
- Job requires ability to have precision and control where damage could be considerable. Attention and care required to prevent injury to others when performing maintenance work.
- Job requires monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- Job requires providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Job requires inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Job requires being careful about detail and thorough in completing work tasks.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Job requires persistence in the face of obstacles
- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Job requires analyzing information and using logic to address work-related issues and problems.
- Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.



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Physical environment and working conditions:

This job requires you to work in and out of the office with exposure to heat and cold temperatures.

Physical Demands

Strength	Hearing	Kneeling
Stamina	Visual Acuity	Crouching
Physical Flexibility	Visual Color Perception	Squatting
Reaction Time	Sitting	Crawling
Whole Body Steadiness	Standing	Twisting
Manual Dexterity	Walking	Climbing
Lifting 50# minimum		

Business machines and computer software used:

NAPI vehicle and a Two-Way Radio

Other factors, such as access to confidential information or contact with the public:

Must read and acknowledge NAPI's Non-disclosure agreement.

I have reviewed the above job description and have an understanding of my job duties. I understand I will be evaluated on each of the duties described above.

_____ Employee _____ Date

_____ Supervisor _____ Date