

Blue Ridge Community College - Employee Job Description

Position Title: Work Study-Welding	Classification: Work Study
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Division: Advanced Technologies	Pay Rate: \$8.50/hr.
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Department: Welding	
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To apply, contact: Steve Rutterbush at (828) 694-1846

Statement of Primary Purpose:

The work study for the welding department will be responsible for keeping the welding lab/classroom functional, orderly and clean.

Essential Functions and Responsibilities:

The work study for the welding department will have the following responsibilities as the need(s) arise(s): To check with supervisor for immediate needs; If the supervisor has no immediate or pressing needs the work study should be capable of working unsupervised to ensure continued functionality of welding lab/classroom equipment; cleanliness of welding lab/classroom; cleaning sinks and quench tank as needed; keeping inventory orderly and separated; inform supervisor of the need to replenish inventory stock before running out of the supply; To ensure that the welding lab/classroom is OSHA compliant at all times; and keeping responsibilities up to date; place welding electrodes into proper containers and/or storage.

*Cleaning the blacksmith shop and the gas cylinder storage areas are included responsibilities.

Additional Duties and Responsibilities:

To inform the supervisor of potential safety hazards; report responsibility negligence of student clean up (a welding booth has been left uncleaned, metal left in booth, ie.); to keep asphalt driving area as metal free as possible. Possibly help unload or load metal onto a truck.

Minimum Qualifications

Education: A minimum of a 10th grade reading level, able to create a legible hand written and/or type written communication if required.

Knowledge and Skills: A person who is enrolled in the welding program or who has a welding background is preferable. However, a person without a welding background who is willing to do as much of the listed functions and responsibilities as possible should not have problems.

Physical Demands: lifting as much as 50 pounds, standing, climbing stairs, being able to focus on task and complete task. Capable of completing a one hour assigned task within plus or minus 30 minutes. This time schedule is subject to change with the assigned task.

Date Last Revised:04/28/17

