



**JOB ANALYSIS QUESTIONNAIRE**

**1. Job Information**

Employee Name:		Employee Job Title:	Welding Technician		
Employee ID:		Department Name:	Engineering and Media Technologies		
Supervisor Name:		Supervisor Job Title:			
Status (mark "x" next to one):	Full Time	<input checked="" type="checkbox"/>	Part Time		Scheduled Weekly Hours: 37.5

What are some peer-level jobs within the college with which you might compare this job?

Master Lab Technician, Engineering Lab Tech

Please complete the following information about the person completing this questionnaire.

Your Name:		Your Job Title:	
Your Phone Number:		Your Email:	
Today's Date:			

**2. Basic Job Summary**

In a few sentences, summarize the overall purpose of the job. You might begin by saying, "*The overall purpose of this job is to . . .*"

The purpose of this position is to provide support to the Welding Program and provide an effective and safe learning environment for the students. This is accomplished by maintaining the welding laboratory and equipment in full working condition, inventorying and ordering parts, supplies, and equipment that is necessary for day to day program operation, and helping develop, set-up, and teach labs sessions and classes. In addition, to support faculty in the classes they teach.



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**3. Essential Job Functions**

In order of importance/relevance to the job purpose, list the essential functions. Include all functions that, when taken altogether, will account for 90% or more of the incumbent’s time. Describe the functions in a way that will be clear to someone who does not understand this type of work. Please be as specific as possible. Avoid using acronyms that aren’t universally known. It is helpful to begin the function statement with an action verb to aid in understanding exactly what the person does. Avoid using general terms such as “handles” or “administers” a task, be specific enough to allow the reader to comprehend the scope and complexity of the task.

DESCRIPTION OF ESSENTIAL FUNCTIONS	% OF TIME
1. Repair and maintain welding related equipment. This includes performing preventative maintenance and keeping equipment calibrated.	40%
2. Assist in the development and set-up of welding lab, and teach lab sessions.	15%
3. Support Faculty in teaching classes in the Welding labs	20%
4. Coordinate with faculty to research, inventory, order and maintain a list of expendable supplies, tools, and equipment.	10%
5. Assist staff with work needed to become an American Welding Society Accredited Test Facility.	10%
6. Perform various other duties as assigned by the department or college.	5%

Add additional pages if necessary.

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**4. Key Result Areas**

a. What are the measurable outcomes or results that are expected from this job?

Students receiving a quality education by having the right equipment, supplies, lab time, and the proper instruction to complete their assignments. Department lab equipment maintained in good / safe working order for student use. Fast, in house, response to problems and break downs. In house design of equipment for specific teaching requirements.

b. What is the most challenging part of this job?

The most challenging part of the job is maintaining proficiency with current industrial practices, equipment, and trends.

c. What job or jobs are considered good training or preparation for this one?

Must have experience in the welding industry

d. Which job (if any) provides backup support for this job when the regular employee is absent?

The welding instructors

**5. Job Requirements**

a. **Formal Training**

What specific education/training is required to be fully qualified for the job? How is this education/training typically acquired, e.g., on-the-job training, formal classroom education, trade school, apprenticeships? Include degrees and majors and any required licenses and certifications.

High school degree is required. CWI certification, preferred.

b. **Years of Experience**

How much and what specific type of directly job-related experience would typically be needed to acquire the skills necessary to perform this job at a competent level?

Must three years full-time work experience in the field of study

c. **Special Skills/Application of Knowledge**

What skills and specific knowledge are needed to perform this job? Is being proficient in a second language required?

Must be willing to learn other program specific software and the installation, operation, and maintenance of new equipment.

**6. Scope of Responsibility**

**Financial Impact**

To what degree is the job incumbent directly responsible for waste, damage, defects or other loss of value to material assets (e.g., parts, equipment, or cash) caused by inadequate job performance or



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inattentiveness?

Poor performance will result in the equipment and lab not being ready for the faculty and students to use and this creates an ineffective learning environment. If materials and supplies are not on hand and ready to use, the students cannot complete their assignments and projects. The end result would be poorly trained technicians and a reduced demand for graduates in industry. It could also create an unsafe learning and teaching environment.

**a. Responsibility for Guidance of Others**

How many full-time equivalent employees (including temporary/part-time employees) does this job **directly** supervise? 0  
 List the job titles of the jobs this job supervises.

How many contract employees does this employee supervise? 0

How many full-time equivalent employees does this job **indirectly** supervise? 0

List the job titles of the jobs this job **indirectly** supervises.

Put an "x" in the box that mostly closely matches the level of authority of this job.

	Has the authority to hire, fire, and/or discipline employees, subject to President's approval.
	Makes strong recommendations regarding hiring, firing, and/or disciplining employees.
	Has input into hiring, firing, and/or disciplining employees.

**b. Supervision Received**

Put an "x" in the box that best describes the amount of supervision required for an experienced incumbent.

	Constant
	Regular
X	Intermittent
	Little
	Virtually none

Are there specific tasks that require closer supervision than the rest of the job?

The employee should have the skills necessary to complete all work assignments with little supervision.

Describe the proximity of the supervisor to incumbent. How often do the supervisor and incumbent



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meet to discuss job execution?

The supervisor will be available and have regular encounter with the employee. Meeting will be scheduled at the discretion of the employee and supervisor.

**c. Responsibility for Accuracy**

What are the typical kinds of errors made? What is the likelihood that an error will be caught by the employee, or by someone else in subsequent steps? How is work quantity and quality verified? What is the frequency of verification? What would be the effect of such errors, if not detected?

Poor performance will result in the equipment and lab not being ready for the faculty and students to use and this creates an ineffective learning environment. If materials and supplies are not on hand and ready to use, the students cannot complete their assignments and projects. The end result would be poorly trained technicians and a reduced demand for graduates in industry. It could also create an unsafe learning and teaching environment.

When this position is performed well, the Welding faculty and students respectively can teach and learn in an environment that is 100% ready for classes. This means all equipment is in working condition and all needed supplies are available. This allows the faculty to cover all material and the students to have a better learning experience.

**d. Judgment and Decisions**

What kind of independent decisions does the employee make? What decisions can the employee make without referral to a supervisor? Are the employee's decisions reviewed before becoming effective, and if so, by whom?

The employee can decide to order equipment components and order expendable supplies and tooling that are needed on a daily basis. This is reviewed by the program coordinator and supervisor.

Does the employee have the authority to approve or reject the work of others?    Yes     No

Check the box that best describes the general nature of this work:

	Work is routine and repetitive; work methods and processes are prescribed by others.
	Work is semi-routine and somewhat repetitive; incumbent follows general instructions.
x	Work is somewhat varied and non-repetitive; incumbent faces complex problems not previously encountered.

**e. Complexity & Creativity**

Comment on the amount of analytical, technical and creative thinking necessary to carry out the responsibilities of the position along with the availability of policies, procedures, standards and precedents that are available to guide the position's actions. When considering complexity, look at the depth and breadth of knowledge that is required.

The position requires extensive analytical, technical and creative thinking skills.

**f. Impact of Decisions**

To what extent do the decisions that the employee makes or influences effect the college's success



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toward fulfilling its stated mission, goals, or objectives?

If the Welding Lab Tech does not do their job correctly, then the students do not learn as well. The college's successes depend on students graduating.

**g. Personal Contacts**

What contacts with others, other than with immediate co-workers and immediate supervisor, is the employee required to make? Who does the employee interact with outside of his/her own department and outside of the college?

This job requires interaction with other departments including: the bookstore, IT department, and maintenance department. Contact is also maintained with outside vendors and industry for knowledge and to provide and receive training.

**h. Nature of Contacts**

What is the nature of the interactions described in item #h., i.e., to provide or get information, to discuss and seek understanding, to persuade, to negotiate and resolve conflicts.

Contacts are used to get repair work done, to provide or get information, to discuss and seek understanding, as well as purchasing supplies and doing training.

**i. Budgetary**

What is the budgetary responsibility and authority associated with the position for operating expense, payroll expense, capital spending? Does the position have signing authority? If so, what is the dollar limit? Is the position responsible for approving budgets, formulating budgets, providing input into developing or administering budgets, tracking expenditures and reporting on budget variances, etc.? What is the magnitude of the budget that the incumbent influences?

This position is responsible for submitting all purchase requests for supplies and equipment for the Welding Program. This includes the regular budget as well as any grant money received for equipment.

**7. Mental Demands**

What are the mental demands necessary to perform the essential functions of this job? Place an X in the box next to the level that best describes this job.

	<u>Level 1</u> – Requires some concentration and normal attention. Generally, once the job is learned, the tasks can be performed more or less automatically.
	<u>Level 2</u> – Requires high periods of concentration intermittently and normal attention. Generally, even once the job is learned, tasks will require normal attention to deal with recurring variables.
X	<u>Level 3</u> – Requires a high level of concentration and high level of attention intermittently. Generally, the approach to tasks may be consistent, but the number of steps required and/or the number of variables involved creates the possibility of errors unless the incumbent pays close attention.

**8. Physical & Environmental Demands**

**a. Physical Demands**

Comment on the degree of mobility and physical exertion that is required in the job, i.e., walking,



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standing, sitting, travel, lifting. Comment on how manual dexterity is likely to impact performance. If lifting is required describe the objects that must be manipulated and their weights.

The job requires walking, standing, sitting, travel, and lifting. Some physical impairment could make it unsafe to operate some of the equipment. Any heavy lifting requires help.

**b. Audible Demands**

Does this job *require* that the employee be able to hear? Give examples.

Yes, communication is a critical element.

**c. Visual Demands**

Does this job *require* visual acuity? Give examples.

Yes, working around and controlling powered and rotating equipment would be unsafe without sight.

**d. Color Perception**

Does this job *require* that the employee be able to detect colors? Give examples.

No.

**e. Environmental Conditions**

Describe the work environment in terms of conditions that exist in or around the workplace, i.e., dust, fumes, heating, air conditioning, smoke, lighting conditions, etc.

The lab are well lite and an acceptable temperature is maintained in all classes rooms

**f. Hazards**

Describe nature of possible physical injury or illness which could occur to employee on the job. State the frequency of exposure and probability of injury.

If established safety rules are not adhered to by the employee and students, serious injury could be the result. Safety rules have been established and enforced by the Welding Program. As long as the rules are followed, physical risk is negligible.

### 9. A Comments

Please add any other comments that would be beneficial in understanding the nature and scope of this position.

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Employees' Initials	
Supervisor's Signature & Date	
Manager's Signature & Date	
Director's (or one more level up) Signature & Date	

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