

## STEEL & GALVANIZED WELDER



Division:	<i>Manufacturing</i>
Path and Filename:	<i>N:\Job Descriptions\Steel &amp; Galvanized Welder.doc</i>
Reports to:	<i>Product Category Manager</i>
Approved by:	<i>Tom Rattini</i>

**Description:** *Maintain a safe work environment in department for compliance with OSHA, company and other necessary rules and regulations. Setup and operate welding equipment safely, productively, and ergonomically correct while manufacturing quality parts and assemblies. Maintain cleanliness and organization of equipment, area, paperwork and drawings. Actively participate in lean initiatives and demonstrate continuous improvement. Works all jobs in department, as needed and trained on. Associate will help out in other areas, as needed.*

**Requirements:** *Equivalent to high school diploma plus additional specialized training provided by company, extended hours before and after shift as required, and previous manufacturing experience preferred MIG / TIG welding of steel products. Must adhere to company regulations and follow Code of Conduct. Attendance requirement for wage increase or transfer must meet expectations (4.5 points or less) and for promotion to a higher level, attendance needs to exceed expectations (2.5 points or less).*

**Behaviors:** *Problem Solving, Flexibility, Social Responsibility, Optimism.*

**Daily Tasks Level 3:** *To be completed with instruction from supervisor.*

- *Able to follow the instructions given to them.*
- *Setup and operate welders to hand weld products in a safe, efficient, quality and ergonomic manner*
- *Adjust welders as needed to maintain part quality*
- *Preventative maintenance of welders, hand tools and weld fixtures to maintain in good working order*
- *Associate must be able to work well with others; has a team attitude*
- *Capable of working in a safe and organized manner.*
- *Must keep work area clean and neat; complete daily cleaning schedules; maintain company 5S score.*
- *Asks for and offers help when needed.*
- *Shows initiative- ability to begin job with little supervision.*
- *Ability to learn new tasks*
- *Identifies and communicates problems to supervisor (machine/fixtures/products).*
- *Demonstrates accuracy and thoroughness.*
- *Continuously produces, at an acceptable level of productivity, (70% + given rate) with some supervision.*
- *Use prints and verify first piece quality for all jobs run.*

- *Complete process monitor for all jobs run.*
- *Read and interpret manufacturing prints and weld prints to produce quality parts*

Daily Tasks Level 2: *In addition to above tasks.*

- *Capable of setting own machine for materials welded, producing little smoke or splatter.*
- *Sets up own fixtures without supervision.*
- *Identifies and communicates problems to supervisor (machine/fixtures/products).*
- *Produces acceptable-quality welds with good workmanship and very few rejects.*
- *Consistently produces at an acceptable level of productivity (80% + of given rate), with some supervision.*
- *Moderate product knowledge; has ability to produce products from layout sheets, knows model numbers and which components are required for the products.*

Daily Tasks Level 1: *In addition to above tasks.*

- *Produces high quality welds with good workmanship and very minimal rejects.*
- *Print drawings off engineering folders*
- *Verify and refer to Bill of Materials (BOM).*
- *Has ability to substitute as Lead when needed.*
- *Consistently produces at an acceptable level of productivity (90% + of given rate), with very little supervision. Must be a self starter.*
- *Product knowledge - has ability to produce products from layout sheets, knows model numbers and which components are required for the products.*

Physical

Requirements: ***Must be able to meet these requirements with or without reasonable accommodations.***

*Essential for job function requires the ability to:*

- *Lift up to 60 pounds*
- *Stand for a minimum of 8 hours with limited breaks*
- *Stoop, twist, bend and work overhead*
- *Demonstrate manual dexterity*
- *Tolerate extremes in temperature*
- *Extensive use with power/hand tools*
- *Perform visual inspections*

***This description contains primary duties and does not necessarily reflect all responsibilities and duties for this particular position.***

Rev History:            3/17/11            Updated Level 3 Daily Tasks  
                                  01/01/10            Updated original description