



Job Title:	Welder	EEOC Group Code:	10-Production Operative
Department/Value Stream:	Mfg. Solutions or Oil Field Products	EEOC Classification Code:	7-Operative
Employee Pay Group Code (1=Salary 2=TS 3=M2M Wanded)	M2M Wanded	Position Type: (RFT, TFT, RPT, TPT, Intern)	RFT
Employee Classification: (Exempt, Non-exempt)	Non-Exempt	Travel Required:	<10%
Supervision Received:	Welding Production Supervisor	Supervision Exercised:	None

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

Job Description

Position Overview

Responsible for ensuring high quality welds, able to operate an electric wire welder, plasma arc, and cutting torch.

May be required to do other jobs in shop necessary to maintain production quotas (i.e. run punch press, operate forklift, and various other shop equipment). Must be able to read blue prints and follow instructions on work orders.

Essential Duties and Responsibilities

1. Able to operate a wire welder, plasma arc, and cutting torch.
2. Interprets complex technical instructions, maintains close tolerances, displays advanced measurement skills, performs complicated setups, and interprets and follows instructions.
3. Uses efficient work processes, meets output requirements, interprets technical instructions, maintains required tolerances, displays basic measurement skills
4. Meets customer requirements
5. Makes process improvement recommendations
6. Ensures quality welds on all projects.
7. Operate grinders and other hand tools as needed.
8. Inspects equipment regularly and ensures equipment is in safe operating conditions at all times.
9. Complies with safety regulations, and promotes workplace safety.
10. Reports all discrepancies of unsafe acts or equipment.
11. Acts as quality control person on all projects.
12. Responsible for routine maintenance and up keep of all equipment used.
13. Performs tasks of Machine Operator, as needed.
14. Contribute to a positive work environment.

Key Competencies

Self directed learner; self motivation; adaptability; use and apply technical concepts; critical thinking; problem solving; oral communication; accountability; flexibility; teamwork

Qualifications and Education Requirements

- High school diploma or GED
- At least 6 months welding work experience
- Minimum of 1-2 previous high school welding classes
- Basic computer knowledge (Windows, email, internet, etc.)
- Communication skills (interact with groups of people and co-workers; use of telephones, 2-way radios, public address system; and oral communication)
- Basic math skills

- Reading skills (Basic instructional and technical information)
- Spelling

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Physical Demands: balancing; climbing; crawling; crouching; feeling; manual dexterity; handling; hearing; kneeling; lifting; pulling; pushing; reaching; sitting; squatting; standing; stooping; walking; visual acuity (color vision, depth perception, visual perception of detail at distances close to the eyes, data and figures, computer terminal, visual inspection involving small defects, small parts, operation/repair of machines; visual perception involving distances at or within arm's reach, visual perception involving extended distances); potential safety hazard (to oneself; to fellow worker(s); to public). Heavy Duty - Exert up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects
- Mental Demands: Public contact (emergency); handling conflict; handling multiple priorities; make decisions with limited information; make non-routine or unexpected judgments; operate in absence of clear expectations or procedures; operate under short timeframes/deadlines; serious consequences or error/threat to life and property; reasoning (apply procedure); visualization(imagining how something will work); comparison of letters, numbers or patterns quickly and accurately; communication skills (interact with groups of people, co-workers, subordinates, use of telephones, 2-way radios, public address systems); math skills (basic skills of addition, subtraction, and multiplication); basic instructional material.
- Working conditions: Worker is subject to inside environmental conditions (protection from weather conditions but not necessarily from temperature changes; subject to outside environmental conditions; no effective protection from weather; subject to both environmental conditions--activities occur inside and outside); subject to extreme cold—temperatures below 32 degrees for more than one hour; subject to extreme heat—temperatures above 100 degrees for periods of more than one hour; subject to noise (there is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level; subject to vibration (exposure to oscillating movements of the extremities or whole body); subject to hazards (variety of physical conditions such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals); subject to atmospheric conditions (one or more of the following conditions that affect the respiratory system or the skin—fumes, odors, dusts, mists, gases, or poor ventilation; subject to oils (air and/or skin exposure to oils and other cutting fluids); subject to scheduled and unscheduled overtime; subject to night work hours and rotating shifts.

Reviewed By:		Last Updated Date:	9/15/2009
Employee Signature:		Date:	