

Universal Industries, Inc.
Job Description

Job Title: Welder
Department: Welding
Reports To: Welding Supervisor
FLSA Status: Nonexempt
Prepared By: General Manager
Prepared Date: 07/18/2011
Revised: 04/02/13
Approved By: General Manager
Approved Date: 06/30/15

SUMMARY

Welds together metal components of Universal's products. Completes daily housekeeping duties to ensure a clean safe work area. Reads and interprets blueprints and weld symbols. Operates fork trucks to gather and deliver piece parts or weldments. Lays out, fits and spot welds fabricated components. Will weld carbon steel, stainless steel, and galvanized material with electric arc-welding equipment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Performs other duties as required. The essential duties and responsibilities of this position can be changed by management at any time.

Excellent attendance/reliability and willing to work overtime when necessary according to the contract guidelines.

Use proper Personal Protective Equipment (PPE).

Keep work area clean, work in safe manner and comply with plant safety rules and regulations at all times.

Responsible for the quality of parts you produce and responsible for reporting any nonconforming parts to Supervisor immediately.

Complete scheduled work and tasks within time allotted or if unable to, Supervisor must be notified.

Maintains a good working relationship with his/her fellow associates, and keeps his/her supervisor advised of all situations within the work area.

Report any machine, tooling, fixture problems to Supervisor immediately.

Recommend proposals for improving products, processes, systems, productivity and work environment (Continuous Improvement Process).

Responsible for following lockout/tagout procedure.

Participate in required OSHA training and other safety training as required.

Performs work within labor standards for job assignments.

Follows established procedures for accurate inventory control.

Operates manufacturing computer system in relation to shop orders and time card data entry.

Reads and interprets blueprints.

Spot welds parts to print. Lays out, positions, aligns and fits components together. Bolts, clamps, and tack-welds parts to secure in position for welding. Performs daily maintenance on sport welders to ensure proper performance.

Operates LP and/or electric fork truck(s) to gather parts for weldments and to deliver finished weldments, when necessary.

Threads consumable electrode wire through portable welding gun.

Obtains specified electrode and inserts electrode into portable holder or threads consumable electrode wire through portable welding gun.

Connects cables from welding unit to obtain amperage, voltage, slope, and pulse, as specified by Welding Engineer or Welding Technician.

Starts power supply to produce electric current.

Strikes (forms) arc which generates heat to melt and deposit metal from electrode to workpiece and join edges of workpiece.

Manually guides electrode or gun along weld line, maintaining length of arc and speed of movement to form specified depth of fusion and bead, as judged from color of metal, sound of weld, and size of molten puddle.

Welds in flat, horizontal, vertical, or overhead positions.

Examines weld for bead size and other specifications.

Applies filler rod manually to supply weld metal.

Cleans or degreases weld joint or workpiece.

Repairs broken or cracked parts and fills holes.

Prepares broken parts for welding by grooving or scarfing surfaces.

Chips off excess weld, slag, and spatter.

Positions and clamps workpieces together or assembles them in jig or fixture.

Tacks assemblies together.

Maintains acceptable direct labor hours and efficiency percentages.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Involves physical activity, which generally requires a moderate amount of exertion on a regular basis. Requires standing for an eight hour shift. Involves lifting, walking, bending, twisting, reaching and other repetitive motions. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or one to two years or related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is normally required to stand in an upright but angled or bent position to remain close to the welding arc. Employee must maintain balance while wearing a welding hood; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stoop, kneel, or crouch. The employee is occasionally required to walk, climb to retrieve piece parts to be welded and taste or smell. The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 25 to 50 pounds, and occasionally lift and/or move up to 50 to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. May occasionally be required to wear respirator when working with galvanized materials. The employee is frequently exposed to moving mechanical parts and risk of electrical

shock. The employee is exposed to extreme heat. The noise level in the work environment is usually moderate.

APPROVED:

_____	_____
Employee	Date

_____	_____
Welding Supervisor	Date

_____	_____
General Manager	Date