

**PURPOSE:**

These are the guidelines to which performance is measured. It is the intention of these guidelines to achieve and maintain a quality professional attitude.

**JOB DESCRIPTION: Fitter Helper**

Assist lay out of fabricated parts, EFFICIENTLY AND ACCURATELY, utilizing company standards for the purpose of achieving customer satisfaction by meeting specifications and requirements through the guidance of the Fitters.

**RESPONSIBILITIES:**

- 1) **Job Review:** Review specifications and requirements of projects with fitters to ensure complete understanding of critical dimensions and tolerance and methods of fabricating for achieving a quality part.
- 2) **Job Scheduling:** Review schedule with fitters on set completion dates for projects and insure they meet the Customer's requirements and specifications.
- 3) **Analyze Production Procedures:** Review existing practices to improve methods of fabricating for increased production and lower cost and ensure safety rules are adhered to.
- 4) **ERP System Utilization:** Properly enter job charge numbers for accurate accounting of time.
- 5) **Maintain Communication:** Maintain contact on all issues throughout the project with fitters or involved parties to meet requirements and notify them when non-conformances arise and analyze corrective action for prevention.
- 6) **Job Traveler:** Ensure traveler package is used for the purpose of scheduled work instructions to be performed within the designated time allotment to meet delivery and accurate cost accounting.
- 7) **Part Layout & Fit:** Through the guidance of the fitters, layout and tack weld parts in the correct location prior to final weld utilizing the correct tools and fixtures to ensure quality parts meeting all specifications in the most efficient and accurate method within allotted time.
- 8) **Part Cleaning:** Removal of splatter, slag, wire and tacks from parts after final weld for paint preparation per specifications.
- 9) **Completed parts delivery:** Finished parts, accurately marked, are taken to "Clean & Paint" when required or "Holding Area" for quality inspection and pre-job assignment inventory.
- 10) **Tool Room Utilization:** Required equipment, gauges, jigs, fixtures, etc. are handled properly and notification of defects is promptly reported to ensure accuracy and dependability to meet company standards of manufacture.
- 11) **Attendance and Discipline** maintained to ensure quality performance within a clean, organized, and safe environment.

**QUALIFICATIONS**

Knowledge of steel fabrication and completion of in-house training program to the satisfaction of the fabrication shop supervisor and/or the plant manager