

**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: Welder**

Fabricate, EFFICIENTLY AND ACCURATELY, quality welded parts by utilizing company standards for the purpose of achieving customer satisfaction by meeting specifications and requirements.

**RESPONSIBILITIES:**

- 1) **Job Review:** Review specifications and requirements of projects with supervisor to ensure complete understanding of critical dimensions and tolerance and methods of fabricating for achieving a quality part.
- 2) **Job Scheduling:** Review schedule with supervisor to set production 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 supervisor or involved parties to meet requirements and notify them when nonconformances 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 Fitting Review:** Review part fit-up for accuracy against print 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) **Fabrication:** Weld components following specifications given in traveler package and complete "As Built" forms at completion of project and attach to part with traveler package.
- 9) **Completed parts delivery:** Finished parts, accurately marked, are taken to "Clean & Paint" or "Holding Area" for quality inspection and pre-job assignment inventory.
- 10) **Tool Room Utilization:** Required equipment, gauges, calibration, jigs, fixtures, etc. are handled properly and notification of any defect 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:**

2 years experience with G & G Steel, Inc., and completion of in-house training program to the satisfaction of the weld supervisor or the fabrication shop manager and the quality manager  
OR

2 years previous welding experience and completion of in-house training program to the satisfaction of the weld supervisor or the fabrication shop manager and the quality manager