**EDCO INC., JOB DESCRIPTION**

**JOB TITLE:** Welder/Fitter

**NAME:** __________________________________________

**REPORTS TO:** Production Coordinator

**PREPARED BY/DATE:** Susanna 8/1/13

**SUMMARY:**
Layout, fit, and welds fabricated components of structural forms such as machinery frames, building and bridge parts by performing the following duties, realizing that we exist and prosper only if production teams work together to complete jobs with defined quality, on time and under budget.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned

- Reviews project requirements with team members in pre-production meetings
- Selects equipment and plans layout, assembly and welding, seeking simple, straightforward and efficient production using the tools on hand effectively
- Gathers and checks material quality and correctness
- Prepares, cuts or directs material to appropriate team members as required
- Conducts in-process quality checks on own work and others work throughout production process
- Layout, position, align, and fits components together
- Creates jigs as required, bolts, clamps, and tack-welds parts to secure in position for welding.
- Signs all fits and welds
- Sets up equipment and welds parts, using appropriate welding equipment
- Welds according to welding standards such as D1.1, D1.5, D1.6 or other industry standards as applicable.
- Assembles parts as necessary
- Repairs products by dismantling, straightening, reshaping, and reassembling parts
- Maintains a clean work area
- Aids others in their work as asked, supports team effort and continuous learning and cross training
- Uses in-process quality checking procedure consistently
- Supports and utilizes Quality Program
EDCO INC., JOB DESCRIPTION

Competency:
To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality. Participates actively in company trainings.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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/Experience:
High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Ability:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:
Must have good analytical and mathematical skills to interpret drawings, templates and blueprints that accompany each
Reasoning Ability:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:
To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and Internet software.

Certificates and Licenses:
EDCO Welders Qualification Record

Supervisory Responsibilities:
This job has no supervisory responsibilities.

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 frequently exposed to fumes or airborne particles. The employee is occasionally exposed to work near moving mechanical parts and outdoor weather conditions.

The noise level in the work environment is usually moderate.

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.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

Employee Signature ________________________________ Date ____________________

Supervisors Signature ________________________________ Date ____________________

**File in employee file