

Position: Welder – Non-Certified

Reports To: Floor Leadman and Fab Shop Foreman

Minimum Qualifications (preferred): High school diploma or equivalent, a welding certification of completion from Vo-Tech or 1 (one) year welding work experience.

Key Responsibilities: Selects the proper range, coarse setting, and filler wires for the appropriate metal and sizes being welded. Must set up and maintain welding equipment. Listens to welding machine, and observes its gauges, to ensure welding process meets specifications. Examines weld for bead size and other specifications. While a non-certified welder cannot weld on jobs requiring certification, he is responsible for meeting all customer requirements (prints, written instructions, etc.) for all work performed. This position works closely with the Fabrication Foreman in analyzing welding failures.

- Job responsibilities and duties for this position:
  - Knowledgeable about load ratings on all lifting devices.
  - Attach slings, ropes, cables, or chains to material for moving.
  - Use proper method of packaging, stacking, palletizing of product for transfer or shipping.
  - Loads, unloads, stacks, separates and moves parts and materials from and to machines, trucks, forklifts, and cranes.
  - Determines required equipment and welding method for welding jobs assigned by management, with the assistance of the Lead Man or Foreman as necessary.
  - Reads and understands drawings and weld symbols.
  - Must be willing to become a certified welder if required by LMF.
  - Must be available for 24-hour call-out (with company-supplied pager or by telephone) during designated time periods.
  - Inspect conformance of materials/products to job specifications at Receiving, In-process, and Finished material/product inspection.
  - Weighs, counts, identifies, packages and tags material or product as required for transfer to other work areas or for shipping.
  - Completes necessary documents for shipping, receiving, and maintenance.
  - Adheres to all plant safety rules and procedures.
  - Perform miscellaneous duties as required by the immediate supervisor.

Reviewed / Approved By:	Title:	Date:
Trent Mulloy	President	2/23/18
Revised By: James Dykes	Quality Assurance Manager	2/23/18

<b>Employee Name:</b>	<b>Date of Hire:</b>
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**Job Description / Training Checklist**  
**Welder – Non-Certified**  
**Fab Shop Department**

**Document #JDTC-20-006**

Revision No: 2  
 Revision Date: 2/23/18  
 Issue No: 1  
 Issue Date: 9-16-02  
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Sponsor:			(or) Date of Transfer:
Date	Trainer	Trainee	Training Received (List Document #'s Reviewed)
			1. Adheres to all Fabrication Shop & Plant Safety rules.
			2. Knowledgeable about load ratings on all lifting devices.
			3. Attach slings, ropes, cables, or chains to material for moving.
			4. Use proper method of packaging, stacking, palletizing of product for transfer or shipping.
			5. Loads, unloads, stacks, separates and moves parts and materials from and to machines, trucks, forklifts, and cranes.
			6. LMF Hourly Employee Handbook.
			7. Housekeeping.
			8. Forklift Training Program. (If required by position or Foreman)
			9. Quality System Orientation Training.
			10. Loading, unloading, stacking, and moving product or material to and from machines, trucks, forklifts, conveyors, and cranes for transfer or shipping.
			11. Proper method for attaching slings, ropes, cables, or chains for moving equipment and material using cranes or forklifts.
			12. Proper process for weighing, counting, identifying, packaging and tagging material and product for transfer to other work areas or for storage or shipping.
			13. Proper use of Precision measuring devices (i.e. Measuring Scales, Tapes Measures, Framing & Combination Squares, Scribes & Dividers, Calipers, Levels, etc.) used while performing the duties of this position.
			14. Proper use of Hand tools (i.e. Hammers, Turnbuckles, Pry Bars, Riveters, Grinders, De-burring tools, Brooms & Shovels, etc.) used while performing the duties of this position.
			15. Proper use of Cutting Torches used while performing the duties of this position, both Oxygen fuel and plasma.
			16. Working knowledge of SMAW, SAW, GMAW, FCAW, GTAW, OFW and Brazing processes.
			17. Working knowledge of AWS, ASTM & SAE Standard requirements pertaining to welding processes.
			18. Proper use and operation of Welding Machines used while performing the duties of this position, including Tig, Mig, & Stick.
			19. Working knowledge of reading & understanding Customer, LMF, & shop drawings.
			20. Working knowledge of applied shop Math used during layout and design of welding jobs.

			21. Basic knowledge of Geometric Dimensioning & Tolerancing.
			22. Inspection conformance of Materials to job specifications: <ul style="list-style-type: none"> <li>○ Receiving Materials from the Customer,</li> <li>○ In-process material inspection, and</li> <li>○ Finished product inspection.</li> </ul>
			23. Fabricating Machines (As required by the Foreman) i.e. Press Brakes, Plate & Angle Rollers, Shears, Punch & Drill Presses.
			24. Proper preventive maintenance of equipment, tools, and systems used while performing the duties of this position.
			25. Working knowledge of Manufacturing Documentation system and departmental procedures, work instructions, and forms used during manufacturing (i.e Process Sheet, Fab Shop Production Schedule, LMF Shop Drawings, OP-20-001 Finished Product Inspection, OP-20-002 In-Process Material Inspection, WI-20-005 Receiving Materials from the Customer, FM-20-001 Maintenance Check List, FM-20-002 Tool Verification Log, etc.

Other important information:

- Never use an obsolete revision of a Fab Shop Operating procedure, work instruction, form, Job Description, or Training Checklist. If in doubt, the current revision status of a document is available in the Fab Shop Quality System Binder located in the “yellow” MSDS cabinet or on the departments current computer ‘Server’ drive.
- Always check the calibration status label of calibrated equipment and never use an instrument that is out of calibration.
- If a document that you are using needs revision, make the department management or the Quality Assurance office aware so the appropriate changes can be made. If it isn’t right, let someone know. You are the most accurate input for changing documents.

I have been trained on each of the items listed on this Training Checklist and am comfortable that I can safely perform the tasks specified on my Job Description.

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Employee’s Signature Date

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Sponsor’s Signature Date      \_\_\_\_\_ Fab Shop Foreman Date