



FELLING TRAILERS, INC.

POSITION DESCRIPTION

Job Title: Lead Welder

Pay Level:

Exemption Status: Non-Exempt

Department: Welding

Authorization: _____

Date: September 15, 2014

JOB SPECIFICATIONS

FACTOR

LEVEL

Education:

High School plus 2 years

Related Experience:

3 years

Supervision Given:

5 FTE(s) Functional

Supervision Received:

Welding Supervisor

Job Summary:

The Lead Welder is responsible for coordinating the welding of parts and components that meet Felling Trailers quality standards and production schedule on his/her assigned shift.

Essential Specific Job Duties:

1. Assigns Welders to work stations.
2. Coordinates training of Welders and monitors their work.
3. Provides input to the Welding Supervisor in regards to performance and discipline issues of Welders.
4. Performs successfully all responsibilities of the Senior Welder position.
5. Oversees the day to day activities of his/her assigned area.
6. Interprets specifications, blueprints, and job orders and assigns team members to jobs.
7. Inspects and measures parts and products to verify conformance to specifications and ensures that the assigned area is meeting quality and production expectations.

Essential Job Specific Duties (Continued):

8. Reports to the Welding Supervisor any matters that may require immediate attention.
9. Keeps Welding Supervisor informed of any potential quality or technical problems.
10. Recommends and assists in implementing measures to improve safety, production methods, equipment performance, and quality of product.
11. Suggests changes in working conditions and use of equipment to increase efficiency of shop, department, or work crew.
12. Ensures that all employees work in a safe manner and that they are following safety policies and procedures and good housekeeping practices.
13. Provides up-to-date safety training to all welders.
14. Trains welders in metal fabrication, welding and repairs as directed.
15. Adheres to quality standards at all times.
16. Adheres to safety standards at all times.

Essential Universal Job Duties:

17. Improves self in any way possible to enhance job performance.
18. Promotes **Felling Trailers, Inc.**, its mission, values, programs and achievements to the public and other employees.
19. Identifies organizational problems and opportunities for improvement and brings solutions and suggestions to management's attention.
20. Functions as a team member by assisting, supporting and encouraging other employees in any way possible

Non-Essential Job Duties:

21. Performs related work as required, willingly and eagerly.

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.

Descriptive factors are defined and abbreviated as follows:

- N/A – Not applicable
- O – Performed occasionally 20 –50%
- EF – Essential function: Essential job functions are defined as those responsibilities that are required to be done by the job.
- S – Seldom performed 1-20%
- R – Performed regularly 50 – 100%

Physical Demands	N/A	S	O	R	EF	Working Conditions	N/A	S	O	R	EF
Standing				X	X	Extreme Heat 80 > degrees		X			X
Sitting		X			X	Temperature Changes		X			X
Lifting 0 – 30 lbs.				X	X	Noise > 80 decibels				X	X
Lifting 30 – 50 lbs.		X			X	Vibration		X			X
Lifting 50+ lbs.		X			X	Heights	X				
Carrying 0-30 lbs.				X	X	Work Outdoors	X				
Carrying 30-50 lbs.		X			X	Work with People				X	X
Carrying 50+ lbs.		X			X	Work around People				X	X
Pushing			X		X	Work alone		X			X
Pulling			X		X	Substance Exposure	N/A	S	O	R	EF
Grips/Grasps				X	X	Acids, Corrosives	X				
Finger Movement			X		X	Epoxies	X				
Reaching/Stretching			X		X	Dust				X	X
Walking				X	X	Fumes			X		X
Climbing		X			X	Mists	X				
Running	X					Gases			X		X
Jumping	X					Chemicals	X				
Rapid Work Speed			X		X	Body Fluids	X				
Bending		X			X	Equipment	N/A	S	O	R	EF
Speaking Clearly				X	X	Motor Vehicles	X				
Hearing Conversation				X	X	Hand Tools				X	X
Hearing High Acuity	X					Machinery	X				
Seeing – Near				X	X	Machine Tools	X				
Seeing - Far			X		X	Lifts			X		X
Depth Perception				X	X	AV Equipment	X				
Color Perception	X					Personal Computer		X			X
Typing/keyboarding		X			X	Office Machines	X				
Writing		X			X	Protective Clothing	N/A	S	O	R	EF
Filing	X					Facial Covering			X		X
						Latex/Vinyl Gloves			X		X
						Safety Glasses				X	X