



Welding Technician/Supervisor

Department	Production
Reports to	Vice President, Operations
Supervises	Welding Department
Classification	Non-Exempt

In the performance of their respective tasks and duties, all employees are expected to meet the following:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, customers and suppliers
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations
- Maintain a safe work environment and follows all safety requirements
- Deliver great customer service to both internal and external customers
- Demonstrate the Core Values: Expertise, Service, and Passion

Job purpose

The Welding Technician/Supervisor is responsible for implementing strategies that set the focus and control resource allocations for the Welding Department. This position develops and leads the team in the execution and continuous improvement of the day-to-day operations of the department. In conjunction with Quality Assurance, oversees quality control in the department.

Essential Duties and responsibilities

Execution of Production Responsibilities

- Leads daily Welding production:
 - a. Assists with the planning and scheduling in the Welding area in the daily Production meeting and leads team in meeting that schedule
 - b. Evaluates resource needs and redirects where needed
 - c. Communicates with Scheduling on proposed production changes and Procurement for inventory concerns
- Leads Welding activities:
 - a. Implements and maintains production procedures
 - b. Utilizes blue prints and schematics to create and optimize FANUC weld programs for both simple and complex welded assemblies
 - c. Aids the Tool Build and Engineering Departments in the design and construction of weld fixtures
- Performs production work to cover manpower shortages as necessary. This may include operating a robotic weld cell, hand welding, pre and post weld surface preparation

(grinding), setting-up weld fixtures, configuring the robotic welders for part changeovers, and editing programs to adjust welds.

- Develops time studies to provide accurate data for quoting projects

Responsible for Building & Maintaining a Dynamic, Cohesive and Diverse Welding Team

- Assists in hiring, training and mentoring employees that fit the Company's core values
- Provides continuous feedback to team through monthly one-on-ones and annual performance reviews
- Leads the team with standup events and execution of daily operations
- Develops leaders through mentoring & coaching

Maintains Quality Standards

- Embraces the Quality Management System in all activities
- Works with Quality Assurance to obtain first piece approval and performs hourly inspections for the welding department
- Responsible for maintaining a neat work environment and for conforming to applicable quality standards.
- Applies internal quality policies and procedures in support of Company's mission and customer standards
- Assists in documenting and driving resolution of customer concerns and complaints

Implements Annual Production Strategies that Drives Results and Provides Focus for the Welding Department

- Works closely with all stakeholders to identify gaps in execution that need to be addressed in order to provide process consistency
- Assists General Manager with setting strategic initiatives and setting measurable goals
- Monitors goals and provides employees with feedback
- Work together with other members of the Production team to remove bottlenecks preventing goal completion

Leads Lean Initiatives to Drive Efficiencies

- Champions a lean culture through continuous improvement and elimination of waste through the 2 Second Lean initiative

Maintains Professional & Technical Knowledge

- Attends educational workshops and networking opportunities
- Reviews professional publications

To perform this job successfully, an individual must be able to accomplish each essential job function 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.

Qualifications

Education, Licenses/Certifications and Work Experience

- Bachelors’ Degree in Welding Engineering from an accredited college or university preferred
- Current Welding certification (ASME, PED or API) strongly preferred
- Minimum of 5 years’ experience in production welding (including at least 2 years with robots), including:
 - Experience creating, modifying, and optimizing weld programs
 - Ability to interpret welding symbols from engineered drawings and customer weld standards
 - Experience creating and maintaining WPS, PQR, & WPQR documents
 - Experience with weld inspection; visual, dimensional, NDT, and DT

Job Skills, Knowledge, and Abilities

- Language Skills: Ability to read and interpret complex documents such as financial statements, contracts, and procedure manuals. Possesses high level business writing skills. Ability to speak effectively before groups of customers or associates of ESP.
- Quantitative Skills: Ability to work with mathematical concepts such as probability and statistics. Ability to apply concepts such as fractions, percentages, ratios, graphs, and proportions to practical situations.
- Critical Thinking: Able to display high level reasoning skills in order to solve multiple, complex situations.
- Technical Skills: Advanced Computer Skills. Proficient in Microsoft Outlook, Word, Excel, and PowerPoint and Database systems.
- Other Critical Competencies:
 - Business Appreciation: Advanced understanding of core business concepts and processes. Able to anticipate and mitigate impact of decisions on business performance.
 - Communication: Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.
 - Cultural Self-Awareness: Able to effectively communicate with associates in all locations. Comfortable and effective directing work of associates in all locations.
 - Manages Team: Manages team to meet commitments. Accepts accountability for team performance. Handles change and ambiguity.
 - Managing Conflict: Listens well, diffuses conflict before it starts, finds causes of and solutions to problems, handles difficult people.
 - Managing Performance: Applies clear/consistent performance standards, handles performance problems decisively and objectively, is direct but tactful, provides guidance and assistance to improve performance.
 - Problem Solving/Analysis: Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, understands the difference between critical details and unimportant facts.

Working conditions

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.

The noise level in the work environment is usually moderate.

Physical requirements

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 abilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 25 pounds and occasionally lift and move objects up to 50 pounds or more with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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