



<b>Job Title:</b>	<b>Certified Weld Inspector/ Trainer</b>	<b>Department/ Group:</b>	Welding
<b>Shift</b>	1 <sup>st</sup>	<b>Travel Required:</b>	None
<b>Level/Salary Range:</b>	Based on Experience	<b>Position Type:</b>	40 hours per week

**Job Description**

**Job Purpose:**

Supports company operations for welding processes and manage direct staff. Provide support to the development of new and revisions to existing products, staff and processes. Create and implement training and mentoring for all welding staff. Identify and resolve weld issues, to develop a lean manufacturing facility with highest quality objectives.

**Job Duties:** (but are not limited to):

- Develop, evaluate, and improve welding methods within all aspect of manufacturing, including moving into a lean environment, process flow and organization.
- Work with Engineering team to create Part Instructions with Visuals
- Create and implement a mentoring program to coach and train welding techniques with strong focus on quality assurance
- Assist with Robotic Programming
- Review existing process routings for improvement creating more efficient methods
- Assist new product introduction process
- Assist with new hire orientation, training, coaching and accountability.
- Work with Ownership, Director of Administration, Director of Operations, Human Resources and Supervisors to assist with production challenges and creating solutions to those challenges
- Evaluate and recommend potential new production equipment
- Research and implement continuous improvement projects
- Responsible for department goals, making changes to achieve them
- Review quality data, working with Quality team and Supervisors to implement improvements to increase customer satisfaction.
- Participate in seminars, meetings and training sessions as required to maintain a working knowledge of new developments, techniques and products in the industry
- Support ISO activities and compliance within manufacturing process
- Maintaining company documents

**Goals within the first year of employment:**



- Be a mentor for the staff and provide environment for growth and coaching
- Improve work flow and implement lean environment ideology
- Improve efficiencies through coaching and training
- Reduce Missed shipments & Scheduled Lates
- Engage employees and create a positive work environment with opportunities with mentoring and training

**Skills/Qualifications:**

Ideal candidate would have 3- 5 years' experience with ISO 9001 certified metal fabrication – manufacturing environment. Preferred candidates will possess the required educational background and at least 5 years of Supervisory Experience. Strong leadership, independent thinking, experience; with at least 3 years' experience in a metal fabrication-manufacturing environment.

Must have excellent communication skills, both verbally and written and able to read blueprints and other correspondence. Must have strong organizational and project management skills. Must be proficient in the use of computer software applications that include Word, Excel, and others. Pass Motor Vehicle Driving Record Check.

**Physical demands and work environment:**

The physical demands and work environment characteristics 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.

**Physical demands:** While performing duties of job, employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Occasional visits to job or project site may be required. This may require driving your personal vehicle, if company vehicle not available (mileage reimbursement provided), walking job site to observe key elements or issues, to meet with other parties and discuss issues related to project and/or to gain knowledge about work to be performed.

**Work environment:** The noise level in the work environment is usually moderate; production area noise may be significantly different than office environment noise.

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On \_\_\_\_\_, 2019, I \_\_\_\_\_ accept the attached offer of employment along with the duties listed on this job description for Weld Instructor / Process Controller with Weld-Fab Manufacturing.