



EMPLOYEE TASKS AND DUTIES

Position Title: Welder

Supervisor: Lead Hand

The following tasks and duties are to be performed in a safe consistent and timely manner.

Description of Task or Duty:

- Observe and perform all safety rules and precautions.
- Ensure that material is properly prepared prior to welding.
- Grind tacks and prepare weld area for welding.
- Assess welding job to determine how to minimize distortion.
- Maintain CWB Certifications required by Nordic Minesteel Technologies.
- Perform welding as per CWB standards and welding symbols on drawings.
- Remove weld splatter and grind welds as required.
- Complete inspection and test plan by signing against each completed operation.
- Provide production back-up to other fabrication operations.
- Clothing, footwear, and grooming are to meet company safety guidelines.
- Operate equipment in a safe and efficient manner. **NOTE: Maximum <50lbs lifting limit for all workers**
- Report any personal injury/incident immediately to Production Supervisors or Lead Hands.
- Make every attempt to meet required schedules, consistent with high quality output and safety. Thorough completions of work to eliminate re-work.
- Identify quality issues and communicate these immediately to the Production Supervisor or Lead Hand.
- Have full understanding of work to be performed as directed by Production Supervisor or Lead Hand.
- Obtain technical support as needed to adequately complete work.
- Identify and communicate technical reasons why work cannot be performed as specified.
- Advise Production Supervisors of any problems or conditions that could affect productivity.
- Meet or reduce the time allocated for each job.
- Accurately record time starting and finishing each job phase.
- Maintain on-going communication of the status of assigned job with Production Supervisors/Lead Hands.
- Keep personal work area in a clean and tidy condition.
- Careful use of company-owned equipment and tools
- Keep equipment maintained as instructed.
- Return tools to appropriate storage location after use.
- Assist with the training of new employees.
- Personal on-going skills upgrading in order to keep up with changing technology
- Maintain a self-motivated, positive, and outgoing attitude.
- Use professional behavior and language with customers and fellow employees.
- Call your supervisor before the start of your shift if you will not be reporting to work.
- Any other duties requested by Production Supervisors.
- At all times, be part of the team

By signing below, I am indicating that I have read, reviewed, and understood the above task and duty list and believe it to be accurate and complete. I also understand and agree that the list is subject to change at any time and without notice.

Employee Name:

Employee Signature: