**Primary Job Function:** Plans, organizes and supervises the Weld Department day-to-day operations, ensuring that daily production schedule is followed and met.

**Specific Job Responsibilities**:

* Ensure that operators are running to the dispatch list (work with scheduling to minimize set-ups) running any hot items first
* Check and account for every part produced and materials consumed to make those parts are accountable to every operation on every work order
* Ensure that all documentation (QAR’s, job travelers, MRB tags, etc) are filled out properly and completely at end of shift
* Provide interpretation and direction for the weld shop for welding standards, customer standards and specifications, and internal standards and procedures
* Notify scheduling and maintenance when a machine goes down
* Process inspection, certification and documentation
* Hold welders accountable for safety, quality and production quotas
* Assist with maintaining weld shop training procedures including, but not limited to, new hire weld tests and ongoing performance reviews
* Ensure employee time and attendance are recorded properly to ensure compliance with company policy
* Make conscience efforts to prevent injuries and dangerous situations; report and document any accidents or near misses to the safety officer
* Other duties as assigned

**Job Qualifications: Preferred:**

**Specific experience:** 5 years minimum welding (GTAW) experience

**Formal education**: Graduation from an accredited High School or completion of GED program

**Certifications**: Certified Welder

**Skills:** Knowledgeable in AWS Codes and filler metal specifications, proficient in welding techniques, working knowledge of fixturing and weld set up parameters,

**Physical requirements of the Job:**

Mobility to move about manufacturing facility to inspect operations. Dexterity to input data on computer keyboard. Vision acuity, corrected or uncorrected, capable of reading documents, blueprints, gauges, equipment settings, etc.

**PPE:**

Personal Protective Equipment (PPE) required to be worn when on production floor: Hearing protection, safety glasses and steel toe work boots or shoes.

**Benefits:** Health insurance (premium 100% paid by the company after 30 days), Dental and Vision insurance, Company-paid life and AD&D insurance, 401K participation, paid legal holidays, jury duty and bereavement leave, sick pay and vacation accrual after an introductory period.

**Additional benefits:** Monthly employee luncheons, safety shoe purchase reimbursement and safety glasses reimbursement.

**Job Type:** Full-time Monday through Friday from 6:00 a.m. to 2:30 p.m.

**Company Websites:**

[www.sftubebending.com](http://www.sftubebending.com)

[www.ironform.com](http://www.ironform.com)