

## **JOB DESCRIPTION**

**Job Title:** Laborer/Welder (LW)  
**Department:** Production  
**Reports To:** Manufacturing Manager  
**FLSA Status:** Non-Exempt  
**Location:** Blackfoot, ID  
**Revised on:** March 31, 2009  
**Salary Range:** \$8.00 - \$12.00 DOE

### **SAFETY**

Safety is the single most important part of any position at Premier Technology, Inc. and Employees will:

- Adhere to all safety rules and regulations.
- Where appropriate, use safety equipment as required.
- Maintain equipment in good condition with all installed safety guards in place.
- Report all injuries, no matter how minor, to their manager.
- Encourage co-workers to work safely.
- Report unsafe acts, work practices, and conditions to their manager.

Failure to follow all safety rules may result in disciplinary action up to and including termination.

### **JOB SUMMARY**

Assists workers engaged in fabrication of structural or sheet metal products by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Selects equipment and plans layout, assembly, and welding.
- Lays out, positions, aligns, and fits components together.
- Bolts, clamps, and tack-welds parts to secure in position for welding.
- Sets up equipment and welds parts, using arc, gas-shielded arc, submerged arc, or gas welding equipment.
- Assembles parts by bolting and riveting.
- Repairs products by dismantling, straightening, reshaping, and reassembling parts.
- Lifts, positions, and removes work pieces from machines to assist in fitting and welding.
- Sets up equipment and welds parts, using TIG, MIG, submerged arc, or automatic welding equipment.
- Holds tape and rods and marks reference points to assist in layout.
- Loads, stacks, and transports stock, tools, dies, and work in process by hand or truck.
- Attaches rope or grappling equipment to work pieces to prepare work piece for moving by crane or jib.
- Cleans and scrapes metal preparatory to fabricating, welding, painting, or shipping.
- Picks up and trucks scrap from work areas.
- Cleans work area, machines, tools, and equipment.
- Performs other routine duties.

### **EDUCATION AND/OR EXPERIENCE**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS**

Must be able to pass weld tests in accordance to AWS and ASME codes

## **OTHER QUALIFICATIONS**

Must be willing to travel 25-40% of the time

## **EXPECTATIONS AND CORPORATE VALUES**

To perform the job successfully, an individual should demonstrate the following competencies and adhere to the company's core values:

- Integrity/Ethics: Acting ethically and honestly, with fairness and without considerations for personal gain in all dealings with vendors, customers, and fellow team members; treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values; complies with the company Ethics procedure.
- Ingenuity: Continuously improve the company's products, processes and procedures in the interest of delivering the highest caliber product to the customer, while seeking to reduce costs and improve profitability.
- Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Teamwork: Contributing to the success of achieving a shared goal; placing team success above personal credit; share expertise with and mentor team members.
- Commitment: Manifesting a steadfast courageous and loyal commitment to the company and the team.
- Community: Be a responsible and involved community member, contributing to a better quality of life.
- Quality Achievement: Responsible to achieve the highest levels of quality to meet the expectations of our customers.
- Attendance/Punctuality: Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Motivation: Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
- Planning/Organizing: Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans; allocates time appropriately between direct and indirect charging to meet company goals.
- Judgment: Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Productivity: Completes work in a timely manner; strives to increase quantity; works quickly and effectively with minimal supervisory oversight.
- Dependability: Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commit to working the necessary time when needed to reach goals or complete work assignments.
- Initiative: Volunteers readily; undertakes self-development activities; seeks increase responsibilities; takes independent actions and calculated risks; looks for a takes advantage of opportunities; asks for and offers help when needed.
- Innovation: Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

## **ACCOUNTABILITY / KEY PERFORMANCE INDICATORS**

This position will be accountable for specific company and department Key Performance Indicators.

**Company:** Safety; Quality; Schedule/Deliveries; Cost

**Department:** Customer service/satisfaction;

## COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Accounting software; Development software; Inventory software; Payroll systems; Project Management software; Spreadsheet software and Word Processing software.

## LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## 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.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk; sit; talk or hear and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

## WORK ENVIRONMENT

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.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to high, precarious places; outside weather conditions; risk of electrical shock and vibration. The noise level in the work environment is usually loud.