Job description example

Position title:	Assembler/welder, metal shop
Company name:	ABC, Inc.
Location	City, Province
Department	Warehouse
Supervisor.	Warehouse manager

Description of the company:

ABC, Inc. has been a family-owned business for the last 20 years.

Core values:

- Collaboration: Collaboration improves the way our team works together and solves problems. This leads to more innovation, efficient processes, increased success, and improved communication.
- → Efficiency: We strive to be efficient by developing our people to be better at their jobs and ensuring our business is able to produce more with less waste.
- → Respect: Respect is for us to show humility and be sensitive to each other. Respect promotes cooperation and makes it easier for us to achieve our common goals.

Description of duties:

The assembler/welder operates welding equipment to weld ferrous and non-ferrous metals. Our assembler welds assembled raw materials and assembles a wide variety of parts, components, assemblies and sub-assemblies, and finished parts for products in the metal shop or service centre.

Requirements (specific skill set, knowledge, experience or training required for the job):

Education and training:

- → Completion of secondary school
- → Trade school certificate (welder); completion of a three-year apprenticeship program.

Experience and job requirements:

- → Read and interpret blueprints or welding process specifications
- Operate manual or semi-automatic welding equipment to fuse metal segments using processes such as gas tungsten arc welding (GTAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), plasma arc welding (PAW), shielded metal arc welding (SMAW), oxy-acetylene welding (OAW), resistance welding and submerged arc welding (SAW)
- → Lead the fabrication of assigned assemblies, sub-assemblies, products, installations, repairs and orders; inspect finished products according to the production plans and schedule and sub-assembly requirements to ensure quality, on-time delivery and cost
- → Move tools, equipment and other materials to and from work areas
- Clean work areas and equipment, maintaining compliance with established policies and procedures, CSST and other safety compliance bodies, as applicable
- → Operate manual or semi-automatic flame-cutting equipment, brazing and soldering equipment and metal fabrication type machinery (Shear, Brake, Piranha, Drill, Grinder, etc.)
- → Repair worn parts of metal products by welding on extra layers

Soft skillis:

- → Punctuality and a positive attitude
- Follow methods and standard work as assigned and applicable
- → Ability to read, interpret and develop build-to-order systems based on drawings

Nice-to-have qualities, added advantage:

- → Good mathematical skills; must be meticulous and detail-oriented
- → Fully bilingual, English/French, would be considered an asset

Atandt Job Description

Lingjun Ying



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