**Example: Job Description & Duties**

**Title: Welder, Fabrication Department**

**Summary of Job Related Responsibilities:**

This position is responsible for the welding of sway braces, “A” style frames, skids, as well as welding and fabrication of various other steel components.

**Skills & Knowledge Requirements:**

* Certified Journeyman or Apprentice Welder (Alberta or Inter-Provincial)
* Read and interpret blueprints and cut lists
* Setting and starting up the cut-saw, oxygen and acetylene cutting torch and welding machines
* Proper completion of order sheets for steel stock and supplies
* Accurate communication with Shipping Department when components are ready for shipment
* Set up cut lists as required
* Ability to use cut off saw, cutting torch and both “Mig and Stick” Welding machines

**Job Duties and Responsibilities:**

* Have and use the proper tools to meet the specific job requirements
* Ensure production timelines are met and components are shipped on time
* Cut all materials and fabricate components to exact design specifications
* Read, understand and follow all Safe Work Practices and Procedures for machinery and equipment
* When required, effectively supervise workers and distribute work load to maximize productivity
* Read, understand and sign company safety manual and applicable policies.
* Wear appropriate Personal Protective Equipment (PPE) and maintain all PPE in good condition
* Report all damaged tools or equipment to supervisor or *Tag-Out* and return to the Tool Crib.

**DO NOT USE ANY DEFECTIVE TOOLS!**

* Carry out all work in a safe manner that will not create a hazard
* Active participation as a member of the Health & Safety Committee (voluntary)
* Cooperate with your supervisor(s) to foster a safe work environment
* *Immediately* report unsafe work refusals and incidents including near misses and/or all First Aid or Medical Aid injuries, regardless of severity, to the area supervisor
* Comply with company medical and first aid procedures
* Participate in the company safety system and make any safety suggestions that will improve the safety system or increase awareness
* Set a good example for fellow workers by following all safety rules, policies and procedures
* Attend and actively participate in all required safety training and meetings
* If at any time you are unsure about the safe operation or completion of a task, ask your immediate supervisor before commencing the job.

**NEVER ATTEMPT A JOB IF YOU ARE NOT CERTAIN OF WHAT IS REQUIRED!**

**Health & Safety Duties & Responsibilities:**

The following regulations are excerpts from the Alberta Occupational Health & Safety Act and are for your information and protection:

**OHS Act, Section 5** – ***Obligations of workers***: Every worker shall, while engaged in an occupation, take reasonable care to protect the health and safety of the worker and of other persons at or in the vicinity of the work site while the worker is working.

**OHS Act Section 31(1)** – ***Right to Refuse Dangerous Work***: A worker may refuse to work or to do particular work at a work site if the worker believes on reasonable grounds that there is a dangerous condition at the work site or that the work constitutes a danger to the worker’s health and safety of another worker of another person.

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| Printed Name and Signature |  | Date |