

## Production Leadman Position Description

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| <b>Department:</b> Production                     | <b>FLSA Status:</b> Non-Exempt |
| <b>Reports to:</b> Construction & Fabrication Mgr | <b>Date:</b> 05/22/18          |

### Primary Function:

Responsible to oversee completion of assigned projects. Keen awareness of schedules, delivery deadlines, quality standards, material expenses, permits and other regulations, and employee safety.

### Essential Duties and Responsibilities:

- Studies production schedules and estimates worker hour requirements for completion of job assignment
- Establishes or adjusts work procedures to meet production schedules
- Analyzes and resolves work problems, or assists workers in solving work problems.
- Maintains timelines and production records
- Holds weekly meetings to line out crew, establishing responsibilities and passes on safety related information
- Identifies expectations of crew and assignments and hours required to complete tasks
- Ensures all welders are qualified to perform the tasks that they are assigned to
- Ensures the quality of the craftsmanship required for the project
- Completes tasks within or below the prescribed hours
- Follows travelers and does not deviate without authorization
- Performs activities of workers supervised

Promote and actively embrace the concept of professionalism, with an emphasis on quality, commitment, integrity, ingenuity, teamwork, the community and the environment. Safety is a deeply rooted cultural value and it must be promoted and enforced at all times.

### Minimum Qualifications/Experience:

- Five to eight years of leadman, foreman or supervisory experience in related field.
- Excellent organizational and leadership skills
- Ability to communicate and report effectively
- Must be able to read drawings, plans and blueprints and convey this information to others
- Should be comfortable working with a computer. Experience with Microsoft Office, including Excel, preferred.
- Must be willing to travel as needed, up to 50% of the time.

**Certificates, Licenses, and Registrations**

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

**Other Qualifications**

The physical demands and work environment described here are representative of the conditions 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.

**Physical Demands**

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and climb or balance. The job may require frequent climbing of ladders and/or stairs. The employee will often lift heavy pieces of metal, work with arms overhead, torso twist, stoop, kneel, crouch, or crawl and talk and hear. The employee is frequently required to stand, often for extended periods; the employee must frequently lift and /or move up to 25 pounds, regularly lift and/or move up to 50 pounds and occasionally lift and/or move weight above 50 pounds. Long hours (12 or more) are often scheduled. Specific vision abilities required by this job include strong visual acuity (with or without correction), color vision, peripheral vision and depth perception.

**Work Environment**

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