

FUNCTIONAL JOB DESCRIPTION

**JOB TITLE:** Lead Person

**DEPARTMENT:** Fabrication

# REPORTS TO: Foreman

**STATUS:** Non-Exempt

**JOB OBJECTIVE:** Is capable of coordinating production workers to meet scheduled requirements in department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Ensure that WASP policy and procedures are followed.
* Verify First Article Inspections are done by department.
* Assure parts are correct and identified before leaving department.
* Utilize standard mechanical and electrical instruments and functional gauges.
* Process associated documentation including process tags, rework tags, and non-conforming material documents.
* Stage work for department.
* Assist Foreman in job assignments.
* Mentor and train new employees.
* Advise Foreman on personnel issues such as reviews, promotions, transfers, discharges and discipline.
* Ability to identify different material and grades.
* Coordinate production with other departments.
* Work with management to improve production flow.
* Analyze and resolve work situations and assist production workers in solving work problems.
* Assist in production.
* Conduct final inspection as needed.

**EDUCATION:** One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

**LICENSES OR CERTIFICATIONS:** None.

**SKILLS/KNOWLEDGE/ABILITIES REQUIRED:**

* Be able to read and interpret blueprints and machine drawings to determine specific requirements.
* Should be familiar with most tools and equipment in shop and basic office equipment.
* Basic computer skills.
* Personal protection equipment needs to be worn when necessary.
* Ability to read and interpret documents such as safety roles, operating and maintenance instructions, and procedure manuals.
* Ability to speak effectively before customers or employees.
* Strong interpersonal skills requiring the ability to resolve conflicting interests and obtain cooperation.
* Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
* Be able to work with other employees.
* Be able to make decisions to improve production and product quality.
* Use and be familiar with assembly and measuring tools, interpret visual aids and must be able to perform simple shop math.

**CRITICAL 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.

* Day shift is 8 hours; night shift is 10 hours
* Stand-continuously (8-10 hours)
* Walk-continuously (8-10 hours)
* Lift to/from floor-50 lbs. occasionally (components), 10 lbs. frequently (components)
* Lift overhead-up to 20 lbs. rarely (components), 15 lbs. occasionally (components), 10 lbs. frequently (components)
* Lift waist level-up to 50 lbs. occasionally (components), 25 lbs. frequently (components)
* One or two hand carry-up to 30 lbs. for 5 feet occasionally (components), heavier items are moved with a hoist
* Push/pull-up to 50 lbs. force (total 92 lbs. force) with 2 employees to initiate movement of loaded carts, occasionally, loaded parts cart may take up to 40 lbs. force, occasionally
* Pull-bar stock off shelves from 12” above the floor to overhead may take up to 35 lbs. force, occasionally
* Elevated work (reaching)-rarely
* Forward reaching-frequently (to reach stock on various shelves from floor level to above shoulder level)
* Twist-rarely (to reach components)
* Bend-frequently (to reach when moving finished parts, using sawhorses or table, or working on a part on the floor)
* Squat-occasionally (to move raw steel or finished parts)
* Kneel or crouch-occasionally (working on low parts or on the floor)
* Stair climb-rarely (rolling parts)
* Ladder climb-rarely (to reach upper shelves)
* Balance-occasionally (walking around parts, machines)
* Manual dexterity-frequently (setting stops, handling small components)
* Firm grasp-frequently (using hand tools)
* Foot pedal operation-frequently (machine operation)

Lifting more than 50 lbs. is performed by two employees or mechanical assistance is required

KEY:

Rarely 1-5% of day

Occasionally 6-33% of day

Frequently 34-66% of day

Continuously 67-100% of day

**ENVIRONMENTAL EXPOSURE:**

* May be inside 98% of day, outside 2% of day to get material, temperature exposure may be 70-100 degrees inside near ovens, and outside varies between -20 to 100 degrees + with high humidity in summer
* High elevations-slight
* Moving objects-slight (hoist, bridge cranes, rolling carts)
* Noise level-moderate
* Slippery surface-slight (wet floor, oil, coolant, sand/dirt on floor dragged in on forklift tires)
* Vibration-moderate (hand tools)
* Air pollution-slight (dust, welding smoke)

**VISION AND HEARING REQUIRED:**

* Near vision and depth perception-significant
* Far vision-moderate
* Hearing sensitivity-minimal

**PROTECTIVE EQUIPMENT:** Eye protection, safety shoes, protective clothing, and ear plugs.

**EQUIPMENT USED TO PERFORM JOB:** Hand tools, measuring equipment, forklift, overhead hoist, ear plugs, eye protection, safety shoes, and protective clothing, hard hat when using bridge crane, all fabrication department equipment including: drill press, saws, iron workers, belt sander, hand grinder, and cutting torch.

\*Each employee should be aware that changes in this job description could occur at any time. Also this job description is not to be considered or construed to be a contract of employment.

**APPROVAL DATE**

Employee Signature Date

Foreman Signature Date