

Zanesville Steel Ltd  
**JOB DESCRIPTION**

**POSITION:** *General Shop Labor*

**BASIC FUNCTION:** To be responsible for various types of shop labor including cleaning, organizing, painting, grinding, spot welding, and weld finishing operations.

**QUALIFICATIONS:**

1. High School Diploma or Equivalent
2. Trade School Education a plus.
3. Painting experience a plus
4. Welding experience a plus
5. Demonstrate effective reading, verbal, written and communication skills
6. Must have a valid Driver's License
7. Maintain flexibility in meeting job responsibilities
8. Exhibit ability to be highly motivated and work independently

**SPECIAL CONDITIONS:** This position must have the ability to demonstrate the physical and cognitive capabilities to fulfill the essential functions of the job.

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 frequently required to talk and hear. The employee is required to stand, walk, sit, use hands to manipulate, handle or feel objects, tools or controls, reach with hands and arms and taste and smell.

The employee must regularly lift and/or move up to twenty (10) pounds, frequently lift and/or move up twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision and the ability to adjust focus.

**SUPERVISOR:** Nick Ritchey

**ESSENTIAL RESPONSIBILITIES AND FUNCTIONS:** INCLUDE THE FOLLOWING

1. Organize, clean, and prepare shop areas as directed
2. Assist/lead in painting of final product
3. Clamp, hold, tack-weld, heat-bend, grind, or bolt component parts to obtain required configurations and positions for welding.
4. Remove rough spots from work pieces, using portable grinders, hand files, or scrapers.
5. Chip or grind off excess weld, slag, or spatter, using hand scrapers or power chippers, portable grinders, or arc-cutting equipment.
6. Operate safety equipment and use safe work habits.
7. Operate manual or semi-automatic welding equipment to fuse metal segments, using processes such as gas tungsten arc, gas metal arc, flux-cored arc, plasma arc, shielded metal arc, resistance welding, and submerged arc welding.
8. Recognize, set up, and operate hand and power tools common to the welding trade, such as shielded metal arc and gas metal arc welding equipment.
9. Ignite torches or start power supplies and strike arcs by touching electrodes to metals being welded, completing electrical circuits.

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10. Examine work pieces for defects and measure work pieces with straightedges or templates to ensure conformance with specifications.
11. Prepare all material surfaces to be welded, ensuring that there is no loose or thick scale, slag, rust, moisture, grease, or other foreign matter.
12. Monitor the fitting, burning, and welding processes to avoid overheating of parts or warping, shrinking, distortion, or expansion of material.
13. Fill holes, and increase the size of metal parts.
14. Detect faulty operation of equipment or defective materials and notify supervisors.
15. Determine required equipment and welding methods, applying knowledge of metallurgy, geometry, and welding techniques.
16. Connect and turn regulator valves to activate and adjust gas flow and pressure so that desired flames are obtained.
17. Lay out, position, align, and secure parts and assemblies prior to assembly, using straightedges, combination squares, calipers, and rulers.
18. Repair products by dismantling, straightening, reshaping, and reassembling parts, using cutting torches, straightening presses, and hand tools.
19. Clean or degrease parts, using wire brushes, portable grinders, or chemical baths.
20. Mark or tag material with proper job number, piece marks, and other identifying marks as required.
21. Position and secure work pieces, using hoists, cranes, wire, and banding machines or hand tools.
22. Dismantle metal assemblies or cut scrap metal, using thermal-cutting equipment such as flame-cutting torches or plasma-arc equipment.
23. Hammer out bulges or bends in metal work pieces.
24. Operate metal shaping, straightening, and bending machines, such as brakes and shears.
25. Use fire suppression methods in industrial emergencies.
26. Signal crane operators to move large work pieces.
27. Operate brazing and soldering equipment.
28. Mix and apply protective coatings to products.
29. Join parts such as beams and steel reinforcing rods in buildings, bridges, and highways, bolting and riveting as necessary.
30. Performs other responsibilities and functions as assigned.

*These statements are intended to describe the general nature and level of work by employees. They are not intended to be an exhaustive list of all responsibilities, duties and skills.*

**Approvals:**

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

**Acknowledgement of Receipt:**

The duties and responsibilities of this position have been explained to me and I certify that I have received a copy of this job description.

Employee Name: \_\_\_\_\_

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_