|  |  |  |  |
| --- | --- | --- | --- |
| **JOB DESCRIPTION** | | | |
| **position** | NDS Welder Associate | **Employment Type** | Full-Time |
| **supervisor** | NDS Operations Manager | **Department** | Operations |
| **flsa status** | Non-Exempt |
| **date** | August 2018 |

**Position Purpose**

Provide manual labor to build hollow metal door and frame products used in commercial construction applications.  This position reports directly to the Operations Manager.

**Essential Functions**

* Read shop drawing and work orders to assemble and construct the product to specified shapes, sizes and dimensions.
* Assemble and weld door and light frames.  Modify frames as specified.
* Assemble, prep and weld doors.  Modify as specified.
* Receiving, storing and stocking of products for distribution to customers.
* Picking, packing, and assembling orders for customers.
* Operate forklifts, pallet jacks, and other warehouse equipment in the receiving, picking and staging process, preassembly, and post assembly.

**Qualifications Preferred**

Knowledge

* Minimum education level: high school diploma
* Minimum 3 years’ experience in light gauge welding
* Working knowledge of commercial construction and building products
* Lift a minimum of 50lbs on a daily basis.
* Knowledge of hollow metal doors and frames, wood doors or builder’s hardware preferred

Interpersonal

* A positive attitude and the ability to maintain professional, long-term co-worker, customer, vendor, and business relationships
* Service-oriented and a dedication to winning customers ‘for life’
* Strong professional verbal and written communications skills
* An innovative approach to resolving problems and delivering results
* Ability to thrive in a fast-paced, ever-changing environment

This job description is intended to convey information essential to my understanding of the scope of the position; as it is impossible to document every aspect of a job, I understand that I am expected to follow the directions provided to me by my Supervisor and to contribute to a productive work environment at all times.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Signature Date