



## JOB DESCRIPTION

**Job Title:** Weld Kitting Specialist  
**Exemption Status:** Non-Exempt

**Revised Date:** 5/9/22  
**Department:** Welding

### **Job Specifications:**

EDUCATION	High School Diploma or equivalent
JOB RELATED EXPERIENCE	1-3 Years Manufacturing experience preferred
SUPERVISION GIVEN	None
SUPERVISION RECEIVED	Welding Supervisor

**Job Summary:** The Weld Kitting specialist is responsible for creating a kit of combined parts for a weldment. Also, ensuring accurate inventories are accounted for and processed through the weld shop appropriately.

### **Job Duties and Responsibilities include the following:**

1. Locate and combine parts for weld shop
2. Scan and or allocate parts to welding tasks
3. Ensure proper counts of all weldments
4. Work with Production to process requests to have any non-allocated parts made back to w/o request number.
5. Package parts using banding or shrink wrap, as needed
6. Safely operate forklift to load and unload material and to move completed parts
7. Operate small hand tools & power tools
8. Maintain work area and production equipment in clean and orderly condition
9. Follow all standard safety regulations
10. Perform work in a manner that all products conform to prescribed quality standards
11. Use and understand Global Shop system for data collection, work instructions, routers and prints
12. Participate in and support continuous improvement process

*Other duties may be assigned that pertain to the classification.*

### **Qualifications:**

To perform this job successfully, an individual must be able to carry out each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge & Experience:**

- Ability to safely and effectively operate equipment
- Proficient with counting and mathematical equations
- Ability to read and interpret documents
- Ability to communicate orally or in written form effectively with personnel
- Certified forklift operator

- Knowledge of manufacturing processes (preferred)

**Physical Demands:**

Frequent lifting of up to 50 lbs. Frequent bending, stooping, squatting, pushing, pulling, walking, sitting and standing for 9 hours per day. Must have communicable range of hearing and sight with or without the use of aids. Requires exposure to a typical manufacturing area where environment is affected by outside temperatures and machining.