

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Combination Heavy-Duty Repairman & Welder Foreman

JOB CODE : 031547, 036547

DATE PREPARED : July 28, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent directs, controls, organizes, and plans the work of a team of Heavy-Duty Repairmen or Combination Heavy-Duty Repairman.

DIMENSIONS

The incumbent reports to a Combination Heavy-Duty Repairman & Welder General Foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Plans, issues, reviews work, and provides direction to the craft work team; position; may perform same duties as craftspeople being supervised;
2. Interprets specifications, drawings, and job orders as needed for area of supervision;
3. Establishes and adjusts work sequences to meet work schedules using knowledge of capacities of equipment and assigned personnel;
4. Tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised;
5. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies and procedures applicable to this work;
6. Makes recommendations on materials, parts, and equipment; may perform same duties as craftsmen being supervised;
7. Analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations; conducts weekly safety meetings to promote safety consciousness;
8. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
9. May study schedules and estimate work hour requirements for completion of job;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasionally standing/walking distances up to one-quarter to one-half mile per shift on concrete surface in shop, or outdoors at times;

<p><i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i></p>

Combination Heavy-Duty Repairman & Welder Foreman

2. Frequently sitting at work desk while performing administrative duties;
3. Occasional lifting/carrying up to 20 to 25 pounds of parts, tools, and equipment for distances of up to 50 feet;
4. Occasionally pushing/pulling exerting up to 35 pounds of force while demonstrating repair orders or assisting assigned craft personnel;
5. Occasional climbing/balancing on ladders, man lift, or scaffolding while inspecting project or supervising crew of craftsmen;
6. Occasional bending/twisting of knees/waist/neck;
7. Occasional kneeling/crouching while inspecting installation/repairs of equipment;
8. Constant use of hand/arms grasping/gripping/handling while assisting crew or processing paperwork; may at times work with arms extended and overhead;
9. Constant use of sight while inspecting/repairing equipment and monitoring work activities to ensure safe work environment;
10. Constant use of speech/hearing abilities in communicating with coworkers and supervisors and in supervising assigned crafts crew.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a shop environment or outdoors in all types of weather, depending on the job assignment. This position could require work at sites as much as 6,700 feet above sea level and/or work underground.

Tools & Equipment Used: Hand/power tools, pneumatic tools, and general office equipment; safety equipment such as hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

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REQUIRED TRAINING AND WORK EXPERIENCE

This position requires three years of experience as a Heavy-Duty Repairman/Welder.

OTHER SPECIAL QUALIFICATIONS

A valid driver's license is required. Must be qualified and able to demonstrate continued proficiency in accordance with REECO's General Welding Standard WQ-1, as described in the REECO Welding Manual, Volume II.