



## JOB DESCRIPTION

### Certified Welding Inspector

Revised May 2024

#### **POSITION SUMMARY:**

This position oversees all welding practices and is responsible for implementing Burger's welder qualification program, weld inspections, and associated corrective action program. It also develops and updates existing welding procedures (while strictly following the guidance of paragraph 3 below) to ensure quality and productivity targets are achieved. The position assists in budgeting and provides regular shop-floor weld mentoring and leadership.

#### **ESSENTIAL JOB FUNCTIONS:**

1. Lead the welder qualification program that includes:
  - a. Prospective new hire qualification review and skill evaluations.
  - b. Welder training and work instruction mentoring and enforcement.
  - c. Ongoing welder qualification process tracking and mentoring to achieve improved individual performance.
2. Lead all weld department quality assurance activities:
  - a. Coordinate and schedule all required repairs or welding rework based on direct observations and feedback from the quality department personnel and the Metals Manager.
  - b. Validate that repairs are completed accurately, promptly, and efficiently and meet production schedule(s).
  - c. Provide support to the quality department personnel.
  - d. Coordinate all inspections with regulatory bodies.
3. Drive continuous improvement, use lean techniques, and actively research new methods and processes to shorten production duration while ensuring Burger's existing standards of quality are consistently maintained.
  - a. However, should this position desire to introduce new standards, they must first write out the proposed new procedure and deliver it for prior approval or rejection to the Metals Manager, along with Burger's Director of Manufacturing and Director of Engineering. All must agree to the new procedures before any such change may be introduced or used in manufacturing.



4. Monitor production plan execution, identify performance gaps between budgeted and actual hours, and propose solutions to achieve the overall project budgets.
5. Provide daily feedback to the Metals Manager on associate performance related to quality, productivity, mentoring for improvements, and use during probationary periods and annual reviews.
6. Assist in developing budgetary estimates for new build and rework/refit projects.
7. Ensure all safety and environmental policies and procedures are learned and followed by self as the example, as well as by all related associates, including:
  - a. PPE Assessments
  - b. Confined Space Identification and Management
  - c. Fall Protection Applications
  - d. Hot Work Permitting
8. Must demonstrate the ability to locate, retrieve, and disseminate information from blueprints, computer files, and other engineering drawings.
9. Other duties as assigned.

#### **POSITION IN ORGANIZATION:**

This position reports directly to the Metals Manager and has no direct reports.

#### **LEADERSHIP:**

1. Must demonstrate excellence working in “team” environments and share knowledge of discipline-specific work vertically and horizontally across the organization.
2. Must continuously demonstrate your belief that you work for the team and not vice versa. These traits include humility, an openness to others’ ideas, and sincere appreciation for other associates.
3. To ensure a culture of positivity, innovation, results, and regular learning, you must demonstrate great mentoring and team-building skills.
4. Must demonstrate ability to make timely, well-formed, rational decisions and problem-solving skills within organizational policies, procedures, and schedules.

#### **DECISION MAKING:**

Must continuously demonstrate excellent administrative judgment and assume responsibility for decisions and their consequences and results impacting the department’s associates and quality of service within the department.

#### **COMMUNICATION:**

The candidate must demonstrate an ability to lead meetings and write professional correspondence effectively. The candidate must also have excellent verbal and written communication skills, including the ability to listen, talk, and teach. The candidate must also demonstrate an all-pervasive positive attitude.



**ADDITIONAL EXPECTATIONS:**

1. Three (3) to five (5) years of supervisory experience.
2. Must demonstrate knowledge of aluminum and steel welding processes and procedures, especially aluminum and its unique characteristics.
3. Five years plus experience in metal fabrication and production that involved constructing and repairing metal structures.
4. Knowledge of regulatory requirements related to industrial welding operations.
5. Knowledge of ABS weld procedures and requirements at a minimum.
6. Experience in the maritime or shipbuilding industry preferred.

**CERTIFICATION:**

Certified Welding Inspector Certificate required.

**PHYSICAL REQUIREMENTS:**

This job operates in a shipyard manufacturing environment. This role must routinely use the personal protective equipment, tools, machinery, and products used in the welding department. The position also requires regular visits to the production floor, which requires climbing stairs and inspecting items in tight spaces. Frequent exposure to weld gases, arches, sparks, flashes, paints, chemicals, fumes, airborne particles, moving mechanical parts, and other production operations. The noise level in the work environment and job sites can be loud. Specific vision abilities required by this job include viewing welds through weld shields, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**GENERAL STATEMENT:**

This description is a general statement of required primary duties and responsibilities performed regularly and continuously. It does not exclude other duties as assigned.