

V. E. Enterprises

JOB DUTIES LIST

JOB TITLE: _____ COATER _____

SUPERVISOR'S TITLE: _____ COATING LEADMAN _____

DUTIES:

1. Arrive on time prepared to work.
2. Log your arrival and departure on the computer or time clock.
3. Notified the Supervisor if for any reason he/she is going to be late.
4. Use Company tools and equipment in a manner to prevent damage to Company equipment or property of others.
5. Following the directions of the Coating Leadman or Finish Supervisor in preparing the tank for coating.
6. Review the spec sheets.
7. Prepare the inside of the tank by chipping weld splatter and grinding all welds of sharp edges.
8. Clean and blow the inside of the tanks using the airless pump.
9. Mix the various coating materials as is appropriate for the job.
10. Spray the coatings according to specifications.
11. Brush by hand all areas not covered by the spray application.
12. Review and inspect each application to ensure a quality job.
13. Repair any coating defects uncovered during inspection.
14. Be available to move and lift coating materials.
15. Maintain all safety equipment.
16. Pass the pulmonary test as required and pass it semi-annually thereafter.
17. Be skilled in the use of the necessary hand and air tools.
18. Complete all paperwork as required and provide copies to the appropriate Supervisors.
19. Restrict personal phone calls to the time allotted to meals or breaks.
20. Assist with the general cleanup of the workstation.
21. Complete any required paperwork or computer data on time including the daily time card.
22. Request, in advance, all vacation days that you would like to use.

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23. Discuss issues and problems with the Coating Leadman or Finish Supervisor as they happen.
24. Ensure the maintenance of the respirators at all times.
25. Uses the appropriate protective equipment and clothing at **all** times.
26. Attend all required safety meetings and see that all safety procedures are observed.
27. Observe OSHA rules and Standards at all times.
28. Inspect all Company equipment for safety related problems and coordinate any necessary repair items with the Finish Supervisor.
29. Maintain the confidentiality of Company business.
30. Assist in training and cross training all other employees as requested.
31. Report all accidents promptly as per Company policy.
32. Continually exhibit evidence of good sound judgment.
33. Accomplish what is needed without specific direction and supervision.
34. Perform any other duty or assignment as may be assigned from time to time by the Coating Leadman or Finish Supervisor.

PHYSICAL REQUIREMENTS:

1.0 Body Position:

1.1 This position requires the ability to stand for prolonged periods of time.

1.2 This position requires the ability to sit for some periods of time while performing some functions such as scheduling and reports.

2.0 Body Movements

2.1 The employee must be able to walk around the workstation, and within the shop while avoiding large

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pieces of metal and equipment scattered on the floor and stored throughout the shop.

- 2.2 The employee must have a full range of body movements including use of hands to finger, handle, or feel objects, computer equipment and peripherals.
- 2.3 The employee must have the ability to bend, stoop, crouch and kneel for extended periods of time.
- 2.4 The employee must have the ability to climb stairs and ladders.
- 2.5 The employee must have the ability to crawl in and out of the man-ways on tanks while performing his duties.

3.0 Body Senses:

- 3.1 Must have a command of the senses of sight, hearing and touch. Specific vision abilities required include close vision, depth perception, the ability to adjust focus and color vision. The vision requirements in each area must be sufficient to analyze the quality of the Company jobs.
- 3.2 Must have the ability to work in high places.
- 3.3 Must have the ability to work in "confined spaces."

4.0 Strength:

- 4.1 Must have the ability to lift 100 lb. pieces of steel with regularity.

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I have reviewed and understand the above duties list and I believe it to be accurate and complete, I can successfully fulfill each duty and/or task, and I have received a copy. I also agree that management retains the right to change this duties list at any time and I will be informed of the change(s).

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Name (Print)

Supervisor's Signature

Date

___ Copy: Employee
Personnel File

___ Copy: Supervisor

___ Copy: