

# V. E. Enterprises

## JOB DUTIES LIST

JOB TITLE: \_\_\_\_\_ FLOOR WELDOUT \_\_\_\_\_

SUPERVISOR'S TITLE: \_\_\_\_\_ FRAC FLOOR LEADMAN \_\_\_\_\_

### **DUTIES:**

1. Arrive on time prepared to work.
2. Log your arrival and departure on the Global Shop workstation.
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 FRAC Tank Leadman, in assembling and welding the parts necessary to complete a trailer.
6. Meet at the start of each shift with the FRAC Supervisor to determine the schedule of floors to work on.
7. Double check that the paperwork matches the next floor to be built.
8. Check the welded job number or the painted job number to verify the correct part.
9. Use the overhead crane to hook up the floor chain and set floor on the dollies.
10. Using assistance, pull the floor skin down with the chainbar.
11. Retrieve the front end parts from the parts rack.
12. Measure the floor for the front end tubing.
13. Weld the tubing and kingpin support plate.
14. Weld out the front end with 7024.
15. Using mig, weld down the floor skins to the runners.
16. Using 6011 weld down butt weld down hill on the floor runners.
17. Inspect each of your own welds and patch as necessary.
18. Ensure that all fittings and man-ways are chipped with a chipping hammer.
19. Ensure that at the end of the day that each welding machine or torch is shut off.
20. Retrieve parts, when asked, that are necessary for the production in your area.
21. Operate the overhead bridge crane in a safe and efficient manner.

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22. Must be able to use hammers and small tools effectively.
23. Must be able to accurately read a tape measure.
24. Must be able to understand the properties of mig and 7024 and their use in welding.
25. Works efficiently and productively to ensure the on time completion( within the time allotted) for your section of the FRAC Tank.
26. Support other FRAC Tank welders and the Leadman in attaining standards for productivity and quality.
27. Suggest changes to the Leadman, which may increase productivity.
28. Keep all rework to a minimal level.
29. Restrict personal phone calls to the time allotted to meals or breaks.
30. Assist with the general cleanup of the workstation and whatever specific items the Leadman directs him/her to undertake.
31. Complete any required paperwork or computer data on time including the daily time card.
32. Request, in advance, all vacation days that you would like to use.
33. Discuss issues and problems with the Leadman as they happen.
34. Uses the appropriate protective equipment and clothing.
35. Attend all required safety meetings and see that all safety procedures are observed.
36. Observe OSHA rules and Standards at all times.
37. Inspect all Company equipment for safety related problems and coordinate any necessary repair items with the FRAC Tank Leadman.
38. Maintain the confidentiality of Company business.
39. Assist in training and cross training all other employees as requested.
40. Report all accidents promptly as per Company policy.
41. Continually exhibit evidence of good sound judgment.
42. Accomplish what is needed without specific direction and supervision.
43. Perform any other duty or assignment as may be assigned from time to time by the FRAC Tank Leadman or the FRAC Tank Supervisor.

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#### 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 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 when needed.
  - 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 manways 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

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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. Strength:

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

***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: