**RENUoil of America, Inc. ™**

**Welder Apprentice**

**Job Classification Sign-Off**

I understand that I am being hired in the position of **Warehouse Lead/Welder Apprentice.** My job description includes but is not limited to the following:

* Report directly to Warehouse Manager and Lead Welder (if applicable).
* Assist with building, equipment, and warehouse maintenance.
* Assist in fabricating a wide variety of metal structures from oral directions, sketches, drawings and blueprints for the purpose of ensuring the availability of items as needed.
* Inspects and repairs recycling systems (e.g. balers, sorting tables, metal structures, etc.) for the purpose of ensuring that components are in safe working condition including but not limited to preventive maintenance and all repairs as needed.
* Maintains equipment, tools, and supplies for the purpose of ensuring the availability and functioning of required items and ensuring safety.
* Prepares written materials (e.g. work orders, requisitions, drawings, sketches, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
* Responds to emergency situations for the purpose of resolving immediate safety and repair concerns.
* Obtain hot work permit from each location including the main warehouse and turn in daily as needed.
* Enforce PPE, wear the proper safety equipment and follow ALL safety codes within yard, warehouse, and each job site.
* Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
* Ensuring the building and warehouse meets health and safety requirements.
* Operating safety working equipment and applying safety practice at work while performing his/her duties: Must be able to operate a forklift.
* Clean building and dock floors by sweeping, mopping, scrubbing, or vacuuming.
* Service, clean, and assist with maintaining vehicles within Renu Fleet.
* Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
* Notify managers concerning the need for major repairs or additions to building operating systems.
* Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
* Strip, seal, finish, and polish floors; steam clean with power washer as required.
* Move heavy furniture, equipment, or supplies, either manually or by using hand trucks.
* Requisition supplies or equipment needed for cleaning and maintenance duties.
* Help installation, maintenance, and upkeep/repair/painting, including maintenance, parts replacement, and upkeep of vehicles, sorting machinery and equipment.
* Perform duties, such as furnishing and cleaning tools, materials, and providing supplies to other workers.
* Maintaining a clean and deeply sanitized work area, machines, and tools.
* Report vehicle or equipment malfunctions to Management.
* Report to safety department and management team if any cleaning or safety supplies are needed
* Wear PPE (including gloves and industrial uniform) at all times while at work.
* Make sure to clean up vicinity at yard, warehouse and or designated work-site; Gather and empty trash from office/building as needed.
* Must be able to lift at least 100 lbs.
* Must be able to move bales around for purposes of loading and unloading—bales may weigh up to 900 pounds
* Transferring, handling, and loading from various sites, including but not limited to the warehouse.
* Daily vehicle and forklift inspections logs.
* Other projects and tasks as assigned by supervisor (including dock management).

Classification Sign-off:

* You are being hired as: **Warehouse Lead/Welder Apprentice**
* Your starting pay rate is: $12.00 - $15.00 (DOE)
* Your start date is:
* Your probationary period ends on:
* Your annual evaluation will be on or around:

Print Name:

Signature/Firma: Date/Fecha:

*This document* ***supersedes*** *all prior communications, contracts or correspondence between the parties with respect to the subject matter addressed in this document, whether oral or written.*