



Last Updated on: 1/11/2023

Last Updated by: KHM

RENUoil of America, Inc. TM

Welder Apprentice and Warehouse Lead Job Classification Sign-Off

Job Title: Welder Apprentice and Warehouse Lead
Department: Warehouse/Fleet
Reports to: Ricardo Delgado
FLSA Status: Non-Exempt

Position Summary: The Welder Apprentice and Warehouse Lead is responsible for assisting the Lead Welder with operating and maintaining machines that fabricate and repair metal structures, equipment, and machinery. The Welder Apprentice Warehouse Lead uses critical thinking to interpret drawings and plans to understand project scope and specifications. Utilizes precision measuring tools and conducts test to check weld quality. This physically demanding position requires Welder Assistants Warehouse Lead to be adept at using specialized tools regardless of environmental conditions. Responsible for maintaining accurate records per company policies. Ensures a safe and secure working environment and adherence to company and property policies and procedures.

Essential Duties and Responsibilities:

- Report directly to Operations (Zone-Manager) and Lead Welder (if applicable).
- Follow all Covid-19 Policies.
- Perform Daily Inspection of warehouse.
- Assist with building, equipment, and warehouse maintenance, inspections, and repairs.
- Assist in fabricating a wide variety of metal structures
- Inspects and repairs recycling systems (etc. 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.
- 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.
- Ensuring the building, yard and warehouse meets SNHD, CCFD and safety requirements.
- Operating safety working equipment and applying safety practice at work while performing his/her duties: Must be certified and able to operate a forklift.
- Clean building and dock floors by sweeping, mopping, scrubbing, and power-washing.
- Service, clean, and assist with maintaining vehicles within Renu Fleet.
- Submit work orders as needed for repairs, cleaning, and maintenance.
- 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. Power wash as needed.
- Report to Utility Runner if any cleaning or safety supplies are needed.
- Assist with docks as 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 before completion of shift.
- Must be able to lift 100 pounds as needed.
- 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.
- Ensure that all chain of custodies are filled out completely.
- Other projects and tasks as assigned by supervisor (including dock management).

- Regular and consistent attendance.
- Other duties as assigned.

Requirements for Educations and/or Experience:

- High School Diploma or equivalent.
- XXX year of professional welding experience preferred.
- Able to read blueprints and instruction manuals.
- Working knowledge of industry tools and equipment
- Must have a valid drivers license and clean driving record.
- Ability to properly load and secure materials for transfer.
- Manages confidential information.

Specialized Knowledge, Skill and Experience:

- Ability to safely drive larger vehicles.
- Ability to recognize safety hazards and take immediate action to correct.

Abilities:

- Ability to lift 100 pounds and push/pull 900 pounds using equipment.
- Ability to be alert, focused and detail oriented.
- Ability to work independently.
- Ability to adhere to company policies and procedures and use of personal safety equipment.
- Maintain confidentiality.

Requires physical stamina for repetitive movement, standing, walking, bending, sitting, face-to-face discussions with individuals or teams, telephone conversations, contact with others (face-to-face, by telephone, or otherwise). Requires repeating the same physical activities or mental activities over and over; requires being exact or highly accurate, requires meeting strict deadlines. Requires work with external providers, customers or the public, work with others in a group or team. Requires attention to detail and safety consciousness. Must be able to lift and carry XXX pounds at a time. Requires ability to climb and balance on ladders, scaffolding, stairs, and structural steel to heights in excess of XX feet. Must be able to crouch and/or crawl into hard-to-reach areas.

Work Environment:

Requires exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, and unpleasant odors and/or loud noises. While performing the duties of this position the Welder Assistant Warehouse Lead will be exposed to moving and mechanical parts. Considerable physical activity such as heavy lifting, pushing and/or pulling of objects. Work environment involves some exposure to hazards or physical risks with require following safety precautions. Job tasks are performed in close physical proximity to other people.

Employee Acknowledgement

I have received, reviewed, and understand my position responsibilities and the essential functions of the position. I understand that my work schedule, job responsibilities, work environment, knowledge, skills, and abilities may be amended based on business need and management discretion.

I understand that employment is at-will. This means that employment may be terminated for any or no reason, with or without cause or notice, at any time by the employee or the employer. Nothing in this or in any other document or oral statement shall limit the right to terminate employment at will. No supervisor or manager has any authority to enter a contract of employment -- express or implied -- with any employee.

This policy of at-will employment may be revised, deleted, or superseded only by a written employment agreement signed by the Chief Operating Officer, which expressly revises, modifies, deletes, or supersedes the policy of at will employment. Unless employment is covered by such a written employment agreement signed by the Chief Officer, this policy of at will employment is the sole and entire agreement between the employee and the employer as to the duration of employment and the circumstances under which employment may be terminated.

Except for employment at-will, terms, and conditions of employment with the employer may be modified at the sole discretion of the employer with or without cause or notice at any time. No implied contract concerning any employment-related decision or term, or condition of employment can be established by any other statement, conduct, policy, or practice, nor does any arise from the terms or conditions set forth in this document.

Employee Signature: _____

Print Name: _____ Date: _____

Manager Signature: _____

Print Name: _____ Date: _____