

Steel Apprentice

Roles	Goals	Responsibilities	1 - 6	Skills/Essential Functions	1 - 6	Examples / Comments
Production	<ul style="list-style-type: none"> To access timely completion of project(s) Demonstrate a pro-active/strategic approach when managing production rates on a consistent basis To apply past experiences and challenges to maintain production rate standards 	<ul style="list-style-type: none"> Full knowledge and ability to operate hand tools such as tape measurer, level, screw guns, drills, impacts, screw drivers, hammerers, squares, side grinders, tin snips, metal break and slitter, etc. Basic knowledge and ability to operate the following heavy equipment: boom lifts, scissor lifts, fork lifts and sky tracks/shooting boom lifts Be able to maintain production rates that meet or exceed industry and _____ standards (Reference _____ Production Rate document) Frame and trim doors and windows and install base trim with little or no assistance Demonstrate basic welding skills Demonstrate proper use of torches Demonstrate basic blue print reading skills Ability to assist in to set up scaffolding and scaffold cards 		<ul style="list-style-type: none"> Maintains tools using OSHA specified color codes (ask Foreman) Basic problem solving skills Keeps tools free of debris Informs supervisor of new techniques and equipment Keeps fall protection clean and free of foreign materials Installs cable clamps so that the saddle is on the load side Uses steel cables on abrasive materials Uses nylon slings on products that are not abrasive (i.e. woods and plastics) Install purlins and girts Install wind rods Make raft connections Install clips on roof Make props for wall Cut insulation for wall Work on wall middle Install base angle Run top of wall Run roof laps Install end dams Weld clips to purlins and gerts for overhead and walk door frames, etc. Be able to read blue prints; pulins, gerts, wind rods, sag braces, and knee braces 		
Quality Control	<ul style="list-style-type: none"> To produce quality construction at or above company and industry standards Demonstrate a pro-active/strategic approach when installing and inspecting the quality of work 	<ul style="list-style-type: none"> Consistently double check ones work Correct and address quality issues as they occur Be aware of ones own quality of work and the quality of co-worker/subs on the job site(s) 		<ul style="list-style-type: none"> Be familiar with quality standards Be able to recognize poor quality and address concerns to foreman All trim joints and miters should be flush and tight Base trim must be level and true All doors windows and openings to be square and plum 		

<p>Safety</p>	<ul style="list-style-type: none"> To have the safest crews in the industry within their respective trades Be recognized and have the credentials to maintain the most stringent safety demands of our clients 	<ul style="list-style-type: none"> To recognize and report all safety issues to foreman and supervisor immediately Preplans for Safety Ensures jobsite safety and security Utilizing and inspecting all fall protection as required by OSHA and/or job specific standards Address and correct safety issues within employees scope of knowledge Notify the appropriate individuals when tools and equipment are not operating correctly In process of learning OSHA codes for Scaffolds and Scaffold carts and general jobsite safety 	<ul style="list-style-type: none"> Basic boom lift and scissor lift training (this is provided by foreman) Forklift Training Applies _____ safety policies and procedures at all times Identifies potential, unsafe situations Notifies supervisor of potential unsafe conditions Participates in _____'s weekly tool box safety talks Reports all accidents to supervisor Reports unsafe equipment to supervisor Understands _____ and OSHA guidelines for uses of Personal Protective Equipment (PPE) This includes daily inspections of PPE Inspect all slings and cables, before use Demonstrates consistent use of standard PPE (hard hat, safety glasses, safety harness) Use of proper fall protection as required by OSHA (refer to Foreman/Supervisor for any questions regarding standards) Ability to install safety rails, barricades, warning cones, and warning lines 	
<p>Student</p>	<ul style="list-style-type: none"> To learn and gain a comprehensive knowledge of trade 	<ul style="list-style-type: none"> Ask for direction from Foremen/Supervisor when questions arise Determine areas of knowledge that need to be learned and/or improved and seek instruction from Foremen/Supervisor Be aware of ones personal skill level as compared to trade Ownership of one's work In process of learning OSHA codes for Scaffolds and Scaffold carts and general jobsite safety 	<ul style="list-style-type: none"> Ask questions Communicate clearly Basic problem solving 	
<p>Employee</p> <p>Is employed as a member of the _____</p>	<ul style="list-style-type: none"> _____ creates an environment where employees support one another. All stakeholders recognize _____ as an organization that they can rely on when a commitment is made. Clients recognize _____ as a quality Design/Build service provider and they seek us out to do all their work. _____ continues to improve on their level of service and expands their capabilities in serving their clients. 	<ul style="list-style-type: none"> Supports the Company's value statement and lives it on a daily basis Incorporates and practice the four (4) disciplines of a healthy organization on a daily basis 	<ul style="list-style-type: none"> Assist co-workers in need Performs any task knowing is in the best interest of the company Ensures complete work does not require re-work Remains productive with minimal supervision 	

Date _____ Reviewer _____ Employee _____

- Skills Rating:**
- 1 – Untrained
 - 2 - In Process of Learning
 - 3 – Needs Improvement
 - 4 - Meets basic expectations of roles and responsibilities
 - 5 - Meets and at times exceeds expectations of roles and responsibilities
 - 6 - Has a complete understanding and performs roles and responsibilities above and beyond expectations on a consistent basis

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Requirements and Qualifications

High School Diploma or G.E.D. equivalent required

Physical Demands

Physical Abilities		Lift/Carry		Push/Pull	
Stand	O (Occasionally)	10 lbs or less	O (Occasionally)	12 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	F (Frequently)	13-25 lbs	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)	26-40 lbs	F (Frequently)
Handing/Fingering	F (Frequently)	51-100 lbs	F (Frequently)	41-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	O (Occasionally)		
Reach Above Shoulder	O (Occasionally)				
Climb	F (Frequently)				
Crawl	O (Occasionally)				
Squat or kneel	F (Frequently)				
Bend	F (Frequently)				

Other Physical/Mental Requirements:

- Sense of Smell
- Sense of Taste
- Hearing and Eyesight
- Take Direction and Manage Tasks

Steel Division

Entry Level Steel Laborer
Apprentice
Craftsman
Lead man
Foremen
Trades Superintendent

SAAMPLE