

Steel Craftsman

Roles	Goals	Responsibilities	1 - 6	Skills/Essential Functions	1 - 6	Examples / Comments
Production	<ul style="list-style-type: none"> Ability to access and maintain production rates on a daily basis Ability to analyze production rates and make adjustments needed to maintain standards 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. Full knowledge and ability to operate the following heavy equipment: boom lifts, scissor lifts, fork lifts and sky tracks/shooting boom lifts Able to maintain or exceed production rates per industry and _____ standards (Reference _____ Production Rate document) Demonstrate understanding of all trim packages; frame and trim doors, windows and install base trim on one's own Demonstrate advanced non-structural welding skills Demonstrate proper use of torches Demonstrate advanced blue print reading skills Knowledge and Ability to set up scaffolds and scaffold carts 		<ul style="list-style-type: none"> Maintains tools using OSHA specified color codes (ask Foreman) Advanced problem solving skills Accurately read blue prints 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 rafet connections Install clips on roof Make props for wall Cut insulation for wall Work on wall middle Install base angle Run wall and roof crews 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 on a daily basis Demonstrate a pro-active/strategic approach when installing and inspecting the quality of work on a daily basis 	<ul style="list-style-type: none"> Consistently double check ones work (If in questions, address foreman) Correct and address quality issues as they occur Accountable for ones own quality of work as well as others working with you 		<ul style="list-style-type: none"> Complete knowledge of 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 Problem solve and correct quality control challenges 		

<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 Full understanding of Scaffold cart safety and OSHA guidelines 	<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>Leadership</p>	<ul style="list-style-type: none"> To effectively communicate and manage small projects (1-2 individuals) independently with no supervision To assist in the development of skills of Co-workers (Laborer and Apprentices) 	<ul style="list-style-type: none"> Communicate quality/performance concerns to Foremen/Supervisor Assist in training with apprentice(s) and Laborers Maintain and be accountable for production rates Assist Lead man and Foremen with pre planning for upcoming tasks on the project 	<ul style="list-style-type: none"> Assist Foreman and Lead man with daily set up Work with Foreman and Lead man on changes to project scope Maintain pro-active approach and positive attitude Advanced 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

Welding Certification is a plus but, not 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
- Ability to handle stress with changing site/industry conditions
- Ability to effectively deal with daily conflicts and conditions

Steel Division

Entry Level Steel Laborer
Apprentice
Craftsman
Lead man
Foremen
Trades Superintendent

SAMPLE