



**Job Title: WELD PROCESS TECHNICIAN**

**Pay Class: HOURLY NON-EXEMPT**

**Division/Department: TECHNICAL/TRAINING**

**Reports to: TECHNICAL SERVICES MANAGER**

**Essential Functions of Job:**

Once Employee is trained and passes each objective level, The Weld Process Technician/Trainer is able to work autonomously with occasional guidance from supervision. Responsible for assisting in developing weld processes, training on those processes, setting up and facilitating demos and generating the flow of operations for the effective utilization of personnel, material, machines and facilities necessary for the project. These functions may or may not include sales. Work is performed at the ISI Facility or onsite at Customer's facility.

**PRIMARY RESPONSIBILITIES:**

- Responsible for validation and execution of welding and joining processes per needs of customer. Work closely with production and office personnel, equipment manufacturers, product engineering, and supplier quality and launch teams.
- Perform demos, verification and debug of welding systems, tools and equipment
- Provide technical support for installation of welding tools and equipment
- Provide technical support for training of customer personnel
- Develop and document joining specifications and standards for equipment, processes and product quality
- Participate in equipment supplier selection (sales)
- Responsible for project management including timing, budget and deliverables
- Organize and coordinate root cause analysis and problem-solving activities related to quality and sequence of operations
- Generate reports and turn in required paperwork and documentation on or before the due date.
- Providing technical direction to outside vendor sources
- Work may involve development and testing of advanced process technology.
- Assists in initiating and evaluating cost studies, product suggestions and value analyses
- Assists in the design, development and/or improvements of processes and tooling
- Provides technical assistance for operations
- Regular contact with others outside the work group
- Coordinates activities of Weld Development with management
- Organizes and cleans work areas and shop as needed.

WELD PROCESS TECH

JOB REQUIREMENTS

- Must be able to demonstrate working knowledge of welding processes using a variety of orbital welding equipment and consumables.
- Must be willing to travel.
- Knowledge in MS Office (Word, Excel, PowerPoint) - Intermediate
- Knowledge of email communication
- Strong interpersonal and written communication skills involving ability to work effectively cross-functionally
- Strong public speaking skills for meetings, demos and presentations
- Ability to work well with others, exhibiting teamwork skills
- Ability to multitask by handling diverse assignments concurrently
- Displays attributes of a critical thinker and leverages innovative ideas
- Intermediate ability to identify issues and problems, generate solutions and choose appropriate alternatives using root cause analysis where problems are more complex.
- Ability to meet deadlines
- Must have an unrestricted driver's license and be able to be added to company's current auto insurance. (Please note if the status changes in regard to your ability to drive for the company, you may be terminated.)
- Must be able to pass Background Check
- MUST BE ABLE TO LIFT 75 LBS

EDUCATION REQUIREMENTS:

5 years of welding automation experience. (Orbital or similar process) or a Degree from a Certified Welding higher learning institution. A CWI Certificate is preferred.

**This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. I have read the job description and disclaimer and I am able to perform the essential functions of the job with or without reasonable accommodation.**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director/ Supervisor Signature

\_\_\_\_\_  
Date