**BMS CO.**  
 **Welder Helper Job Responsibilities Agreement**

This agreement outlines the roles and responsibilities of the **Welder Helper** at **BMS Co.** The Welder Helper will support the welding team by assisting with various tasks to ensure the efficient and safe completion of welding projects. The following responsibilities and duties are expected for the Welder Helper position.

**Position Title: Welder Helper**

**Department: Welding**

**Reports to: Keith Joseph / Assistant Project Manager**

**Effective Date:**

**1. General Responsibilities**

* Assist welders in preparing materials, tools, and equipment for welding operations.
* Ensure all materials and equipment are organized, in good working condition, and available for welding projects.
* Help set up workpieces, fixtures, and machinery for welding tasks.
* Support welders in safely and efficiently handling heavy or bulky materials.
* Assist in the safe unloading, storing, and transporting of raw materials and welded products.

**2. Material Handling**

* Assist in the transportation and positioning of materials required for welding.
* Prepare and clean materials (e.g., cutting, grinding, cleaning) for welding as directed by the welder or supervisor.
* Measure and mark materials for proper alignment and cutting according to project specifications.
* Maintain proper storage and organization of materials and equipment in the welding area.

**3. Tool and Equipment Maintenance**

* Help maintain and clean welding equipment, tools, and machinery, ensuring they are ready for use.
* Assist in daily inspection of welding tools, gas cylinders, and machines for damage or malfunction.
* Report any equipment malfunction, damage, or safety issues immediately to the supervisor.

**4. Safety and Compliance**

* Follow BMS Co.’s safety protocols and always wear appropriate Personal Protective Equipment (PPE).
* Monitor and maintain safe working practices in compliance with company safety policies, OSHA standards, and relevant industry regulations.
* Assist in ensuring that safety signage, fire extinguishers, first aid kits, and other safety equipment are accessible and functional.
* Report any safety hazards, accidents, or incidents promptly to the supervisor and document the details.

**5. Welding Support**

* Support welders by providing necessary tools, equipment, welding rods, filler metals, and other materials.
* Hold, clamp, and position workpieces for welding, ensuring they are aligned as required.
* Perform basic post-welding tasks such as grinding, polishing, and cleaning of welds under the direction of the welder.
* Assist in welding minor tasks or repairs under direct supervision.

**6. Documentation and Reporting**

* Assist in tracking material usage and inventory for ongoing projects.
* Maintain accurate records of materials used, hours worked, and progress of assigned tasks.
* Assist in reporting progress and any issues encountered during the workday to the supervisor.

**7. Teamwork and Communication**

* Work effectively with other team members, including welders, supervisors, and safety officers.
* Communicate regularly with the lead welder and supervisor to ensure project timelines and requirements are met.
* Collaborate with fellow workers to improve efficiency and maintain a productive work environment.

**8. Additional Responsibilities**

* Perform other tasks and duties as directed by the supervisor or lead welder in line with the needs of the project.
* Take part in training and development activities to improve skills and knowledge related to welding practices.
* Assist in maintaining an organized and tidy workspace to enhance safety and workflow.

**9. Acknowledgment**

By signing this agreement, the Welder Helper acknowledges their understanding of the responsibilities outlined above and agrees to perform these duties to the best of their ability while adhering to the safety protocols and policies of **BMS Co.**.

**Employee Name (Printed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Name (Printed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please note: This document is a general outline of the expectations for the Welder Helper position and is not a contract. All responsibilities are subject to change based on company needs and project requirements.***