**BMS Co.**

**Welder Job Responsibilities Agreement**

This agreement outlines the roles and responsibilities of the Welder at BMS Co. The Welder will perform high-quality welding tasks to support various projects while maintaining safety standards and ensuring efficiency. The following responsibilities and duties are expected for the Welder position.

**Position Title: Welder**

**Department: Welding**

**Reports to: Keith Joseph**

**Effective Date: 03/31/2025**

* **1. General Responsibilities**
* Perform welding tasks as per project specifications, using appropriate welding techniques and equipment.
* Read and interpret blueprints, sketches, and specifications to determine project requirements.
* Set up and operate welding equipment, including selecting appropriate welding rods, filler materials, and gases.
* Ensure all welding work is performed to meet quality standards and project timelines.

**2. Material Handling**

* Prepare, measure, cut, and position materials for welding according to project requirements.
* Handle, transport, and store materials safely and in an organized manner.
* Maintain proper alignment of materials during the welding process to ensure structural integrity.

**3. Tool and Equipment Maintenance**

* Inspect and maintain welding equipment, tools, and machinery to ensure they are in good working condition.
* Perform routine maintenance and cleaning of welding tools and report any issues or malfunctions to the supervisor.
* Ensure proper storage and handling of equipment and materials.

**4. Safety and Compliance**

* Follow BMS Co.’s safety protocols and wear appropriate Personal Protective Equipment (PPE) at all times.
* Ensure welding work complies with OSHA standards, company policies, and industry regulations.
* Keep the work area clean and free of hazards, and ensure safety equipment is accessible and functional.
* Report any accidents, incidents, or safety concerns promptly to the supervisor.

**5. Welding Responsibilities**

* Perform various types of welding, including MIG, TIG, and stick welding, as required by the project.
* Conduct welding repairs and modifications as needed.
* Ensure welds are strong, clean, and meet the required specifications.
* Inspect finished welds for quality, ensuring they meet safety and project standards.

**6. Documentation and Reporting**

* Maintain accurate records of hours worked, materials used, and progress made on assigned tasks.
* Track and report inventory usage for welding supplies.
* Communicate updates on work progress and any issues encountered to the supervisor.

**7. Teamwork and Communication**

* Collaborate effectively with other team members, including supervisors, helpers, and safety officers.
* Provide guidance to Welder Helpers as needed to ensure efficient workflow.
* Communicate any challenges or concerns to the supervisor promptly.

**8. Additional Responsibilities**

* Take part in training and development programs to enhance welding skills and knowledge.
* Assist in maintaining a clean, organized, and safe workspace.
* Perform additional duties as directed by the supervisor or project lead to support the team.

**9. Acknowledgment**

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

**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 position and is not a contract. All responsibilities are subject to change based on company needs and project requirements.***