



# Hayes & Stolz

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## JOB DESCRIPTION AND RESPONSIBILITIES FOR FITTER

### Job Summary

Position reports to Welding Supervisor and is subordinate to the team leader.

Areas of responsibility include fit/tack of welded sub-components.

Duties may include assembly or subassembly of product when required for proper fit/tack.

### Job Duties

- Fit and Tack of welded sub-components per drawings.
  - Review top level drawings, work orders and fabrication detail drawings as they become available.
  - Consult with Team Leader on nontraditional fabrication requirements and parts.
  
- Work with Team Leader and Team Members to meet job requirements, quality standards and schedule dates.
  - Be available to assigned helper to give instructions and to answer questions concerning the work.
  - Ensure that sub-assemblies are properly fitted.
  - Identify and/or confirm defective items and report them to the Team Leader for disposition.
  - Identify final welding requirements (critical/structural welds, continuous welds, skip welds, etc.) and communicate requirements to welders.
  - Maintain accurate time sheet.

- Maintain organization in team's work areas.
  - Follow Supervisor's and Team Leaders instructions for staging between Fit/Tack and Welding.
  - Ensure organized storage of tools, welding equipment, and supplies. Keep area clear of clutter and other hazards.
  - Notify Team Leader of maintenance needs for equipment.
  
- Other activities as directed by Welding Supervisor.

### **Qualifications**

- Ability to read and understand fabrication drawings and specifications from the Engineering Department.
- Ability to give, receive and understand oral and written instructions in **English**.
- Ability to operate forklifts, overhead cranes, welding equipment, pneumatic and electric power tools.
- Understanding of H&S policies and programs (environmental, health, safety, quality, human resources, etc.).
- Knowledge of the product lines manufactured by the team and the requirements for producing equipment that satisfies quality standards established by management.
- Willingness and ability to cross-train with other product lines.
- Understanding of welding techniques and the use and capabilities/capacities of welding equipment and tools.

### **Objectives**

- Fit/tack all sub-components with best effort to meet target dates established with minimal mistakes.
- Communicate with team personnel quality and schedule expectations in an effort for continual improvement.
- Identify and requisition materials and supplies in a timely manner to avoid production delays.
- Identify, recommend and implement new procedures, new tooling/fixtures, and new technology in supplies and equipment in an effort to improve efficiency and/or quality in the fit/tack processes.
- Meet and exceed company policies regarding safety, quality and environmental compliance.
- To continue to develop skills and knowledge increasing employee's value to the company.

Ergonomic / Physical Demands Analysis

\*Describe frequency of the activity using the following scale:

**N** = Never

**F** = Frequently (2.5-5.5 Hrs/Day)

**O** = Occasionally (0-2.5 Hrs/Day)

**C** = Constantly (5.5+ Hrs/Day)

<b>Activity</b>	<b>Frequency</b>	<b>Activity</b>	<b>Frequency</b>
Standing	<u>  C  </u>	Reaching – Knee to Waist	<u>  F  </u>
Walking	<u>  C  </u>	Reaching – Waist to Chest	<u>  O  </u>
Sitting	<u>  O  </u>	Reaching – Chest to Shoulder	<u>  O  </u>
Stooping	<u>  O  </u>	Reaching – Above Shoulder	<u>  O  </u>
Kneeling	<u>  O  </u>	Controls – Hand-Arm	<u>  C  </u>
Crouching	<u>  O  </u>	Controls – Foot-Leg	<u>  O  </u>
Climbing Stairs	<u>  N  </u>	Grasping – Simple	<u>  C  </u>
Climbing Ladders	<u>  O  </u>	Grasping – Power	<u>  F  </u>
Climbing Scaffolds	<u>  O  </u>	Twisting – Wrist	<u>  O  </u>
Computer work	<u>  N  </u>	Twisting – Upper Trunk	<u>  O  </u>
Reaching – Below Knees	<u>  F  </u>	Twisting – Lower Trunk	<u>  O  </u>
Lifting <10 Lbs.	<u>  F  </u>	Distance: <u>  3  </u> Ft	
Lifting 10-20 Lbs.	<u>  F  </u>	Distance: <u>  3  </u> Ft	
Lifting >20 Lbs.	<u>  O  </u>	Distance: <u>  3  </u> Ft	
Pulling	<u>  O  </u>	Wt. <u>  50  </u> Lbs. Distance: <u>  10  </u> Ft	
Pushing	<u>  O  </u>	Wt. <u>  50  </u> Lbs. Distance: <u>  10  </u> Ft	
Carrying	<u>  O  </u>	Wt. <u>  10  </u> Lbs. Distance: <u>  10  </u> Ft	