

POSITION DESCRIPTION

POSITION TITLE	TIG Welder
POSITION LOCATED AT	Subic Bay- Philippines
REPORTING TO	Welding Leading Hand
DIRECT REPORTS	NA
EMPLOYMENT CLASSIFICATION	Full time
POSITION OVERVIEW	<p>The job entails extensive skills in welding techniques both TIG and MIG welding process. Preference are given to those with NC-2 certificates in different welding procedures issued by Accredited Institution (TESDA). The main objective of the position is to provide support to the business by interpreting drawings or blueprints, welding and fabrication of stainless steel, mild steel, and other relevant materials to produce the desired output/product at standard/acceptable quality workmanship.</p>

SPECIFIC OBJECTIVES

1. Read and interpret welding blueprints, schematics, and codes to be transformed to machines and equipment for manufacturing.
2. Ensure that the measurements and alignments of workpieces using straightedges, clamps, and calipers are accurate.
3. Operate power and hand tools such as arc welders, buffing machine, and grinders in the conduct of carrying out grinding and cutting operations to obtain various textures and sizes for stainless steel parts.
4. Maintain good working knowledge of the welding characteristics of metals such as stainless steel, aluminium, etc. and ensure that completed works are inspected for any defects and prevent rework.
5. Ensure all assigned tasks for manufacturing purposes are within company standards.

MAIN ACCOUNTABILITIES	MEASUREMENT METHOD (KPI's)
Manufacturing of food equipment and other-related machines, ensuring specifications of design are met.	Finished product accuracy, number of re-works, overall quality of finished goods
Verifies settings by measuring positions, first-run part, and	Production of test pieces

MAIN ACCOUNTABILITIES	MEASUREMENT METHOD (KPI's)
sample workpieces; adhering to required standards	
Maintains safe operations by adhering to safety procedures and regulations	Safety Record
Maintains equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.	Completion of Preventive Maintenance Schedule
Maintains continuity among work shifts by documenting and communicating actions, irregularities, and continuing needs	Effectiveness of hand over
Documents actions by completing production and quality logs	Record accuracy
Updates job knowledge by participating in educational opportunities; reading technical publications	Evidence of continuous learning
Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments	Value add
Working collaboratively with other members of the service department	Effectiveness of Workplace Relationships
Maintain open and honest channels of communication at all levels across the business to facilitate best in class sharing.	
Ensures service targets, SLA's and KPI's are continually achieved and expectations are met with optimum levels of quality & service delivery.	SLA and KPI achievement
Help identify and instil best practice, processes and systems and drive continuous improvement environment.	Root Cause Analysis
Make suggestions and recommendations as to improvements across the Manufacture production team.	
Any other duties, consistent with the role, or duties required from time to time by the Manufacture Production Foreman, Production Planner, or other department managers.	
Demonstrate a high level of professional and personal standards and conduct.	
Observe OH&S and company policies	Pro-actively ensure up to date knowledge of and compliance with OH&S policies and procedures and

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MAIN ACCOUNTABILITIES	MEASUREMENT METHOD (KPI's)
	participate in their further development by identifying risks and escalating them appropriately. Observe company policies

COMMUNICATION (regularly communicates with)
Manufacture Production Manager, Manufacture Production Foreman, Production Planner, Welding Leading Hand and other relevant departments

SKILLS AND EXPERIENCE	DESIRABLE	ESSENTIAL
EDUCATION		
High School Diploma		✓
Vocational Studies	✓	
Valid Welding Certificate / NCII from TESDA	✓	
WORK EXPERIENCE		
Minimum 5-years' experience in welding works.		✓
TECHNICAL KNOWLEDGE		
Welding Machinery Operation		✓
LANGUAGE SKILLS		
Strong written and verbal communication skills		✓

SKILLS, ABILITIES & COMPETENCIES, AND QUALITIES
Familiarity with engineering drawings and terminology, Possesses Mechanical Aptitude, Functional and Technical Skills, Hardworking, energetic individual, Detail oriented, Problem Solver, Superior Customer Service skills, Think outside the box, Ability to multi-task and make good decisions, Ability to manage and motivate a team, Ability to work under pressure and balance the competing demands of several managers, Proactive approach, Excellent level of integrity, Trustworthy and target-oriented, Ability to work autonomously

JOB SPECIFICATION ACCEPTANCE		
EXPLAINED BY:		
Supervisor / Manager Name	Signature	Date
ACCEPTED BY:		
Employee Name	Signature	Date