



**Job Title:** Steel Shop Foreman  
**Department:** Steel Production  
**Reports To:** Steel Production Supervisor  
**FLSA Status:** Hourly  
**Location:** Bakersfield, California

**Job Summary:**

Leads, assist and performs the duties of all shop operators and provides information and direction to staff. Assist Steel Production Supervisor and serves as backup in the shop in the supervisor's absence. Welds special projects, and finished goods as required. Responsible for the accomplishment of work performed by the assigned personnel under the direction and authority of supervisor. Unloads, receives, transports, and stores materials and supplies for steel fabrication shop. Disperses materials as required. Completes requisitions, purchase orders, bill of ladings, shipping documents, becomes haz mat trained for shipping paints and coatings. Performs inventory duties and maintains organization of the storeroom and its contents.

**Essential Duties and Responsibilities (Other duties may be assigned):**

- Leads, assists and performs of all shop operators. Provides direction to the workforce under direction of the supervisor. Serves as backup to the supervisor as required.
- Audits welding, painting, sandblasting, and shipping process, insures proper quality control procedures are met, inspects for adherence to standards.
- Opens shop and responsible for setting up production equipment. Closes shop and shuts down production equipment at end of shift.
- Instructs and trains new hire welders.
- Rollers, press brake, shear press, notcher, drill press, bad saw, oxy acety torch, plasma torch, welder, grinder, saw, drill, rivet gun, arc welder, overhead crane and hoiset, forklift, air mover,
- Inspects, and audits travelers, Bill of materials (BOM), labor routing, readjusts, corrects, provides input to change as required.
- Issues purchase orders when needed, is backup to purchasing as required, stocks inventory in the warehouse, offloads trucks making deliveries and properly completes receivers to get them added to perpetual inventory.
- Insures proper operation, and operates all production equipment, material handling equipment, safety equipment, forklifts, pallets jacks, painting and coating equipment, paint booth air system, etc.
- Performs minor maintenance and assist maintenance personnel as required.
- Welds special projects using a mig welder as specified by layout, welding diagram or work order.
- Performs the duties of the small and big line welders, as needed.
- Operates forklift if required to move raw materials into work area and to move finished product from work area.
- Operates company vehicle to pick up or deliver materials as required.
- Responsible for handling and storage of hazardous materials, Handles shipping of hazardous materials in accordance with UPS procedures.
- Completes daily paint usage and keeps air board VOC logs up to date, maintains 5-year database on same.

- Conducts safety tailgate meetings 2x a month, keeps log book on safety training, follow-up investigate accidents and near misses compliant with risk management requirements.
- Is the facility paint and coatings experts, trains those who use said equipment, maintains spray booth efficiency with daily metrics and reports issues as required.
- Is the STI and UL compliance leader with regards to the steel department, facilitates the surprise inspection from these regulatory compliance officers.
- Maintains production work records, tracks efficiencies, completes work order moves.
- Purchases, disperses, and reconciles inventories of FG, raw material, and WIP. Notifies purchasing when any discrepancies in count occur. Delivers material to those authorized who need them. Leads inventory measure, marks tags and labels supplies and materials. Notifies appropriate staff when inventories run below the value required to maintain operations.
- Computer interface skills, good math skills, good verbal and written communication skills in English are required.
- Conducts monthly inventory, counting parts typically made (including but not limited to straps, Z bars, turnbuckles, deadmen, tanks, sumps, turbines, manway lids, frp lids, AD kits, LK kits, etc). Maintains housekeeping of storage yard and test facility, brine fills tanks as required in accordance with specifications.
- Trains tester loaders, senior fabricators, and assembly fabricators; audits performance in accordance with labor efficiency, safety, quality, and job requirements.
- Participates in the safety and good housekeeping programs within the plant.

This job description reflects management's assignment of essential functions and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to perform any other related duties consistent with the nature of the job as directed or requested by his or her supervisor.

### **Physical demands and work environment**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job in the plant the employee is frequently required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk, hear, and smell; pushing, pulling, and reaching with some repetitive motions. The employee must be able to lift and/or move 50 pounds occasionally, 20 pounds more frequently, and 10 pounds constantly. Specific vision abilities required by this job include near vision, distant vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job in the plant the employee is exposed to wet and/or humid conditions; moving mechanical parts; work at platform elevations; contend with fumes and/or airborne particles and dust using proper respiratory and vision PPE; contend with outside weather conditions. Some of the rotary or reciprocating equipment will have vibrations, the nature of the resins subject employees to some chemical hazards which are reviewed. The noise level in the work environment is usually moderate, though some areas require hearing protection, with some areas a part of a hearing conservation area.