



JOB DESCRIPTION

JOB TITLE: Welder/ Fabricator
SERVICE LINE: Cargo Operations
REPORTS TO: Fleet Manager
DATE CREATED: October 24, 2019
DATE MODIFIED: December 10, 2019

JOB SUMMARY

The Welder/Fabricator is responsible for a variety of welding and fabrication functions required to maintain and enhance the operational function for Port Authority of the Cayman Islands ("PACI").

RESPONSIBILITIES

- Reads and interprets blueprints and machine drawings to determine specific welding requirements.
- Performs all necessary maintenance and repair on all equipment used in welding.
- Fabricates new or replacement parts for PACI property.
- Assembles component parts using hand and small power tools.
- Cleans up work area daily.
- Operates other necessary equipment and performs task necessary.
- Preparing and setup of necessary tools and equipment for welding jobs.
- Arranging of parts for welding and staging processes.
- Propose potential quality or productivity enhancements i.e. continual improvements.
- Review of finished assemblies & parts to ensure accuracy, safety and reliability.
- Assists in any area and task necessary for pre/post potential natural disasters.
- If not required for these duties during any time you are on pay, you may be required to carry out any other work within your capability. This includes general laboring tasks where minimal instruction is required.
- Undertakes any reasonable training that the Company may require. This includes training for current or new duties as well as the periodic reassessment of existing certifications.
- Strives to achieve consistently high productivity and customer service levels, meeting the performance targets that will be set and reviewed on a rolling basis.
- Ensures compliance to all policies, procedures, Standard Operating Procedures ("SOP"), with recommendations for action and continuous improvement.

QUALIFICATIONS & EXPERIENCE

- High School graduate or equivalent with passes in English and Maths.
- Minimum three (3) years' experience in welding & fabricating trade.
- Trade certifications are beneficial.
- Must have a valid driver's license.

PREFERRED SKILLS

- Ability to read and interpret documents furnished in written, oral, diagram or schedule form such as safety rules, operating and maintenance instructions, quality manuals and procedure manuals. Ability to perform simple shop math, convert decimals to fractional equivalents.
- Knowledge of small forklifts, their operations and limitations, including their designs, uses and basic maintenance.
- Ability to use weld fillet gauges to ensure proper weld size and interpret tolerances.
- Solid understanding of job-related tools, materials and methods.
- Thorough understanding of standard forklift hand signals.
- Communicate progress, delays or problems (actual or anticipated) to your supervisor(s)
- Ability to communicate effectively both verbally and written.
- Ensures where you are unclear of any communication that you seek clarification of the original and intended message in whatever format the message is received.
- Reports all safety concerns, hazards and incidents.
- Be able to read and interpret blueprints.
- Being able to hear or feel that machinery is not operating correctly.
- Ability to read a tape measure.
- Make sound, independent decisions within established policy and procedural guidelines.
- Make timely decisions and demonstrate strong problem-solving skills.
- Ability to operate forklifts of various capacities, power source, and size.
- Strong interpersonal skills and the ability to work in a solid team environment

PERSONAL ATTRIBUTES

- Proven ability to meet deadlines and work under stressful situations.
- Always behaves in a courteous, discreet and professional manner.
- Diligent, honest, punctual, reliable and detailed oriented.
- Self-starter and able to use sound judgement.
- Good hand-eye coordination and clear vision & depth perception.
- Must be able to identify and measure material.

SUPERVISION OF OTHERS

- The position has no direct supervisory responsibility.

WORKING CONDITIONS

ENVIRONMENT

Work is performed primarily outdoors standing for extended period of time or in a mechanic shop environment. This is a full-time position with rotation between day & night. Two (2) weeks hours are 8:00am – 4:30pm Monday – Friday and 8:30am – 12:00pm on Saturday. Two (2) weeks working nights 6:00pm- 5:00am three (3) nights one week and four (4) nights the following week. The incumbent may be required to work extended hours before or after the regular scheduled hours and public holidays. Travel may be required (primarily to the Sister Islands, the Caribbean and North America).

PHYSICAL

Primary functions require sufficient physical ability and mobility to work in a high-level traffic area. This includes the ability to stand or sit for prolonged periods of time, and to occasionally stoop, bend, kneel, crouch, reach and twist. Additionally, the incumbent may be required to lift, carry, push, and/or pull light to moderate amounts of weight (up to 50 pounds), to operate equipment requiring frequent repetitive hand

movement and fine coordination. Frequent climbing on/off equipment at various heights, up steps, or stationary ladder. Employee may need to work in confined locations and on uneven surfaces (e.g. ship decks). Travel to other locations using various modes of private and commercial transportation is occasionally required. The employee is required to wear appropriate Personal Protection Equipment ("PPE"). The employee could occasionally be exposed to extreme temperatures, fumes, or airborne particles. The noise level in the workplace is moderate.

MENTAL DEMANDS

This job involves extremely unpredictable working patterns and as such will demand a high degree of work schedule flexibility. The occasionally unpredictable working patterns can lead to high levels of physical and mental fatigue making adequate rest between work periods essential. High levels of concentration are required most of the time when conducting this role. Must be willing to be deployed at short notice to various locations and work activities at the Port.

VISION

Sight in the normal visual range with or without correction is required. Constant use of sight abilities including depth perception, peripheral vision, hand/eye/foot coordination, visual acuity in near, mid and far-range while operating equipment and the ability to adjust focus.

HEARING

Hearing in the normal audio range with or without correction is required. Frequent use of speech abilities required in communicating with co-workers, maintaining radio contact, alerting workers working in/around moving equipment; constant use of hearing abilities to communicate with co-workers, monitor equipment performance, and give/receive instructions.

The Port Authority of the Cayman Islands reserves the right to amend this Job Description based on the business requirements of the Port; and will advise the incumbent of such change(s) within two weeks of the review.

AGREED BY:

Jobholder (CAPITALS): _____

Signature: _____

Date: _____

Supervisor/Manager: _____

Date: _____

Dept. Head: _____

Date: _____