

**Position:** Weld Support Supervisor, Iowa  
**Facility:** Sheldon or Spirit Lake  
**Department:** Weld Support  
**Reports to:** Weld Support Manager  
**FLSA Status:** Nonexempt

**Summary:**

Provide daily and consistent leadership in promoting and realizing Rosenboom goals. Job responsibilities include, but are not limited to, providing leadership, representing Rosenboom, working with Management and/or Supervisory personnel and team members, demonstrating a commitment to growth and achievement, and overseeing all weld support operations.

**Essential Duties and Responsibilities<sup>1</sup>:**

- Provides daily and consistent leadership in the promotion and realization of Weld Support and Company goals.
  - Models and encourages mutual respect among Rosenboom employees.
- Represents Rosenboom in the interpretation and application of Company policy.
  - Adheres to all Rosenboom policies and procedures.
  - Enforces all safety regulations and demands employee actions that assure the safest possible work environment for all Rosenboom employees.
  - Informs Manager of any problems or concerns specific to personnel.
  - Documents workplace and employee issues.
  - Writes and reviews all hourly programmer annual and other related reviews.
- Works with Management, Supervisory and Weld Support Team members to provide leadership and coordinate programming consistency, weld quality, enhanced teamwork and applying knowledge of procedures, setup and production methods, and goals.
  - Aids in and communicates to all department members to facilitate the goals of the department and Rosenboom.
  - Works with Manager to coordinate schedules and all other relative work activities.
  - Assigns team member duties and rotations.
  - Must maintain all the needed skills and of a Level III programmer.
  - Must support the initiatives of our Company CWI.
  - Communicates with team members regarding matters of process, as appropriate.
  - Interprets specifications, blueprints, and job orders to team members.
  - Recommends measures to improve production and/or setup methods, equipment performance, and quality of product, and suggests changes in working conditions and/or use of equipment to increase efficiency.
  - Works with Human Resources and Manager to analyze and resolve work related problems and/or assist team members in solving work related problems.
  - Encourages team members to share in the problem-solving process.
  - May lead daily start-up meetings.
  - Works with and maintains communication boards.
  - Maintains the work area and leads the application of 6s principles.
- Demonstrates commitment to team member professional growth and achievement.
  - Works with Manager to communicate performance expectations to team members and demonstrates a personal commitment to the employee's realization of the same.
  - Works with Manager to collect and analyze data specific to employee performance.
  - Works with Manager to recommend, provide and/or facilitate employee training.

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This document is intended to describe the general nature and level of work being performed by employees and is not to be construed, as an exhaustive list of responsibilities, duties, and skills required of personnel assigned to this position. This document does not establish a contract for employment. This document is subject to change at the discretion of the employer, Rosenboom."

- Suggests plans to motivate employees to achieve work goals.
- Oversees the quality of the weld support's work.
  - May verify conformance of finished work piece to specifications via first and last part piece inspections and enter required data into computer.
- May set up, program, and/or repair equipment, as required.
  - Informs Manager of any problems or concerns specific to equipment and makes recommendations to resolve said problems.
  - Participates in preventative maintenance tasks.
- Practices good work habits including, but not limited to, being productive and efficient, staying busy by seeing work, being dependable, clean and organized in work area.
- Is a productive member of his/her workgroup and adheres to all Rosenboom policies, including safety requirements/procedures and maintaining a clean and organized work area, in order to ensure a safe working environment for all Rosenboom employees; and,
- May have limited access to confidential wage information for the purpose of determining new employee wages or making recommendations specific to adjustments to the wages of their reports.
- Habits of good attendance and punctuality are an essential responsibility of all Rosenboom job positions.
- May include other duties as assigned by Manager and/or Director.

**Education and/or Experience:**

- High school diploma or GED, required.
- Three to six months of relative leadership training, and/or equivalent experience, preferred.

**Competencies:**

- Demonstrates interest and desire to facilitate the success of all personnel in a manner which recognizes the dignity and worth of every employee.
- Demonstrates commitment to the realization of company goals.
- Able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interprets a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Is adept in the activities of the department in which leadership is to be provided.
- Can read and interpret blueprints.
- Demonstrates ability to take measurements and verify conformance to the print.
- Mechanical aptitude, including a basic understanding of the various types of tools used in the manufacturing process.
- Demonstrates a working understanding of shop math: practical application of fractions, percentages, ratio & proportion, practical algebra, geometric construction, and/or essentials of trigonometry, as appropriate to cell leadership assignment.
- Communicates (speaks, understands and writes reports using acceptable format and sentence and paragraph structure) in English.
  - Demonstrates ability to communicate orally in a clear and positive manner.
  - Demonstrates ability to generate and maintain accurate and concise written records, as appropriate to job assignment; and,
- Can read/comprehend safety rules, equipment manuals, job sheets and blueprint notations (English).

**Training/Certifications/Licenses:**

- Training specific to job responsibilities; and,
- Continuing education as made available and/or required by Rosenboom.
- Maintain all the needed skills of a Level III programmer.
- A current or former SCWI or CWI or the ability to obtain the certification with 1-year employment.

**Physical Demand:**

- The duties of this job require the lifting and/or moving of up to 50 pounds. The employees are required to use hands to handle, control, or feel objects, tools, or controls. The duties of this job require regularly standing, bending, and/or twisting.

**Work Environment:**

- The duties of this job require the employee to work in an environment with high voltage equipment. The employee is required to work indoors in a moderately uncontrolled climate. The duties of this job require exposure to sounds and noise levels that may be distracting or uncomfortable, as well as exposure to moving automated equipment.

**Other:**

- Employee may be mentored by an experienced employee, as assigned by his/her manufacturing and/or operations manager; and,
- Employee is expected to work full shifts with the possibility of some extra daily and/or Friday night or Saturday dayshift hours.
- Rosenboom is an Equal Opportunity Employer (EOE) – Veterans and disabilities. Rosenboom maintains a drug-free workplace and performs pre-employment substance abuse testing.