



## CURRENT OPENING – MILL LEAD PERSON

**Posting Date:** 08/23/2019

**Job Title:** Mill Lead Person

**Reports to:** Mills Supervisor

**Close Date:** 09/15/2019\*

**FLSA Status:** Non-exempt

**Job Location:** Saginaw, TX

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Northwest Pipe Company (NASDAQ: NWPX) is a North American leader in the manufacturing of welded steel pipe and tube. With over 50 years in the business, we provide the highest quality products, at competitive prices, with top-notch support. Becoming part of the Northwest Pipe team means embracing and demonstrating our core values, which include Accountability, Commitment and Teamwork. Employee safety, customer satisfaction and manufacturing quality products are our highest priorities.

NWP is looking for dynamic, energetic and career-minded people who can make a difference and will immediately contribute to an organization positioned for growth. **We currently have an opening for a Mill Operator, Lead at our Saginaw, TX Manufacturing Facility.**

### **SUMMARY OF JOB PURPOSE:**

The Mill Lead Person will assist supervisor with day to day responsibilities in accordance with the organization's policies and applicable laws.

### **ESSENTIAL FUNCTIONS AND MAJOR RESPONSIBILITIES:**

- Assist in directing workers in manufacture of spiral weld products.
- Assist workers in diagnosing problems associated with the production of spiral weld products.
- Assist to direct workers engaged in manufacture of spiral weld products.
- Assist in requisitioning and maintaining supplies as needed.
- Assist in departmental safety regulation compliance.
- Assists in interpreting specifications, blueprints, and job orders to workers, and assigns duties.
- Assists in establishing or adjusting work procedures to meet production schedules.
- Suggests measures to improve production methods, equipment performance, and quality of product.
- Suggests changes in working conditions and use of equipment to increase efficiency of shop, department or work crew.
- Assist in analyzing and resolving work problems, or assist workers in solving work problems.
- Assist in initiating or suggesting plans to motivate workers to achieve work goals
- Assist in maintaining time and production records.
- Assist in minor maintenance issues on the mill.

### **SECONDARY RESPONSIBILITIES:**

- Performs in the absence of supervisor.
- Propose standard operating procedures (SOPs) and job safety analysis (JSAs)
- Other duties may be assigned as necessary

### **JOB SCOPE:**

- This position provides support to the Mills department

### **SUPERVISORY RESPONSIBILITIES:**



- In the absence of the supervisor, this position supervises all employees assigned to the Mill Department.

**INTERPERSONAL CONTACTS:**

- This position may interact within all levels of the Northwest Pipe organization.

**KNOWLEDGE, SKILLS, ABILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

**EDUCATION/EXPERIENCE:**

- High school diploma or equivalent; or one to three years related experience and/or training; or equivalent combination of education and experience.
- One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- FCAW/Semi Welding test
- Welding machines (wire & stick)
- Grinders
- Arc gouging equipment
- Torches
- Overhead crane
- Lock-out Tag-out
- Small forklift certification
- Shear

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

- While performing the duties of this job, the employee is regularly required to stand, use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee frequently is required to walk and climb or balance.
- The employee is occasionally required to sit.
- Lifting and or retrieving items of 0-50 pounds without assistance; 50–100 pounds with assistance and 100+ pounds with mechanical assistance.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.



- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts.
- The employee is occasionally exposed to outside weather conditions.
- Employees in this position are exposed to a wide range of varying degree of moderate to excessive noise levels.

Personal Protective Equipment is required when in the Plant, Yard or Construction Areas:

- Hearing protection
- Safety glasses
- Respiratory protection
- Protective clothing
- Protective footwear
- Hard hat
- Gloves

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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.

**HOW TO APPLY:**

If you are interested in and qualified for this position, please click on the link and complete the application process: <https://prd01-hcm01.prd.mykronos.com/ta/6079263.careers?ApplyToJob=1795482509>

Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test and background check.

**Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.**

\*If candidates are not identified in applications received by 09/15/2019 – position will remain open until filled but may be closed at any time on or after 09/15/2019 with or without notice.