



## Field Welding Instructor

### Job Description

**Reports To:** Performance Training Coordinator  
**Department:** Field Operations  
**FLSA Status:** Exempt

**Date Created:** 12/6/2017  
**Job Status:** Full Time  
**Travel Required:** 60 – 80%

**Job Summary:** Field Welding Instructor will work with Welding Support Specialist and Performance Training Coordinator to provide welding training and certification testing to collision repair technicians and assess repair shops capability and readiness for I-CAR welding programs. This position requires extensive knowledge and experience of welding technology (steel, aluminum, and sectioning), and automotive collision repair. Work requires travel to local and distant collision repair shop locations. Conduct Welding and Hands On training of the Inter-Industry shops at their location on the shops equipment to ensure quality welding instruction for the entire automotive repair industry. Your Instruction will enable students and shops to complete a safe and successful repair of the vehicle per the OEM requirements and with a high attention to detail.

**Primary Responsibilities include, but are not limited to, the following. Other duties may be assigned.**

- Field Welding Instructor works with assigned collision repair shops to assess shop welding capabilities (infrastructure, tools, equipment), train and test technicians' knowledge and skills as it relates to welding utilizing a wide variety of welders and tools found in different shop environments.
- Travel to assigned collision repair shops to assess shop welding capabilities and administer live welding events to shop employees.
- Available for administering I-CAR welding events during and after? regular business hours, and will be asked to travel out of town or state.
- After completing the training, practicing, and coaching portion of the events, administer a formal certification welding exam on a consistent basis, and be able to document exam results.
- Responsible for completing all I-CAR paperwork and documents. Return paperwork and documents in a timely manner to I-CAR headquarters for internal processing.

### **Field Welding Instructor Expectations:**

- Dress casual attire for all events. Wearing an I-CAR shirt is required.
- Coordinate each welding event with limited direction.
- Be punctual for event schedules with shops.
- Maintain neutrality; know and observe anti-trust regulations, confidentiality and conflict of interest policies and procedures.
- Maintain integrity of the programs with consistent delivery across a variety of shop environments and student abilities. Constantly improve teaching style to better deliver material, avoid distractions, and enhance each individual's training and certification testing experience.
- Constantly improve technical knowledge in welding and material joining technology. On-going training is expected.
- Represent, promote, and protect the I-CAR brand.
- Follow I-CAR Code of Conduct guidelines as listed in Employee Handbook. Acceptable conduct is basically good conduct, good character, and good judgement, along with common sense.

- Identify opportunities to improve processes and participate in process improvement events and activities.

### **Skills and Aptitudes:**

- In depth understanding of welding and cutting processes.
- Knowledge of welding different metal types; steel, aluminum or stainless steel.
- Weld types: plug, fillet, open butt and butt joint with backing
- Ability to read, understand and use Welding Procedure Specification sheets
- Ability to read, understand and use technical drawings or blueprints to manufacture components.
- Computer skills Word, Excel, Power Point, WebEx, Internet software, outlook (e-mail)
- Communication skills (verbal and written)
- People development and instructional skills and abilities
- Problem solving and multi-tasking skills, can adapt to a changing fast-paced environment
- Motivated and professional, with a positive attitude

### **Experience and Education:**

#### **Required**

- High school diploma or general education degree (GED) is required.
- Minimum of 5 years of collision repair experience or related welding industry
- Experience using a variety of 140-200 amp GMA (MIG) welders, including pulse synergic, on a variety of material thicknesses
- Minimum of 3 years' experience as a I-CAR Instructor
- Current I-CAR Platinum Designation or ability to achieve rapidly
- Experience troubleshooting, fixing, and maintaining welders, including contact tips, nozzles, wire replacement, and welder settings.

#### **Desired**

- Vocational certificate in collision repair
- Manufacture certification or training
- ISO or AWS welding certification
- Must be able to read and interpret documents, including technical data, safety rules, and instruction manuals.
- Must enjoy teaching and working with technicians in a shop environment. Self-confidence, good public speaking skills and a talent for making the subject interesting are essential. He or she must be patient, observant, and helpful with a wide range of student/technician abilities.
- Must be self-motivated and able to work with limited supervision.
- Must be detail oriented for managing paperwork and processes.
- Experience setting up and operating GMAW, SMAW, FCAW, GTAW, Oxy/Fuel and/or Plasma cutting equipment
- Experience welding in the construction, structural, fabrication, manufacturing and/or pipe industries

### **Job Conditions and Physical Demands:**

- 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. Work is performed in a shop environment. Computer operations (including email) and telephone, is approximately 20%. The noise level in the field environment is moderate to loud.
- The incumbent is required to regularly stand, walk, sit, handle and finger, reach outward, reach above shoulder, climb, crawl, squat or kneel and bend. The incumbent will be required to lift and/or carry up to 50 pounds. The incumbent is required to be able to

hear and smell. The incumbent is required to see, with near, color, peripheral and depth perception vision.

Prepared by: Brian Wasson, Performance Training Coordinator Date: 12/6/2017

*The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*