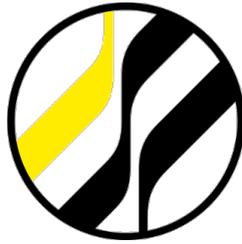


# Kelvion



**Kelvion Inc.,  
designs, markets, and manufactures air cooled heat exchangers  
and are located at Tulsa's Port of Catoosa near Tulsa, Oklahoma**

## Open Positions

### HEADER GRINDER (2 positions)

**2 positions on day shift earning- depending on the workload, overtime will be required**

Grind and smooth surfaces of Headers or Header components. Position work pieces by using overhead or jib cranes. Examine surface of work piece for defects. Replace worn abrasive disks, wheels, and die grinder bits according to specifications. Pull trigger to start power tool, move it over surface of work piece to remove scratches, laminated metal, excess weld material, and burrs. May chip or grind out pits or cracks. Remove machining chips from inside of header. Maintains production record of parts and jobs fabricated as required by the Department Manager. Operate industrial forklift. Regular attendance, ability to arrive at work punctually, ability to work on-site, ability to work overtime. Ability to work cooperatively with others, ability to deal respectfully with the public, customers, vendors, other employees, managers, and executive management. Ability to perform multiple tasks concurrently, ability to work in a fast-paced environment, ability to interchange with others in the department. **Ability to lift up to 50lbs with or without accommodations.**

### HEADER COMBINATION WELDER (3 positions)

**3 positions on the night shift (depending upon experience) Depending on the workload, overtime will be required**

#### TIG EXPERIENCE REQUIRED

Must pass ASME code test. Must have 2 – 3 years Tig, Mig, stick and fluxcore experience. Capable of welding open root Tig pipe joint, filling with 7018 fluxcore. Welding is 100% UT and X-ray weld on pipe. Weld metal parts together using Tig, Mig, stick, welding processes to fabricate or repair headers or header subassemblies. Proficient in blueprint reading. Layout, fits, and tacks work pieces together. Must be able to set machines, gas flow, etc. **Ability to lift up to 50lbs with or without accommodations.**

### FITTER WELDER (1 position)

**1 position on the night shift; Depending on the workload, overtime will be required**

Weld metal parts together to fabricate our product by performing the following duties. Proficient in blueprint reading for layout. Must be able to correctly fit and weld fabricated and forged components to assemble Header components with Shielded Metal Arc Welding, Gas Metal Arc Welding, and/or Gas Tungsten Arc Welding Process as required. Position, align, and fit components together and tack-weld parts to secure in position for welding using correct welding process and procedure. Set up welding equipment for the type of material being used. Hammer wedges and drift pins. Grind rough edges, surplus weld, or scale, using portable grinder. Position and turn clamps, and bolts using hand or wrenches. Position work pieces manually or by using overhead or jib cranes. Straighten warped or bent parts with a straightening press. Proficient with a cutting torch and/or plasma cutter. Must be proficient in reading and the proper execution for measuring devices such as tape measures, squares, levels. Maintains production record of parts and jobs fabricated as required by the Department Manager. High School Diploma or equivalent preferred. Must pass American Society of Mechanical Engineering welding test. **Ability to lift up to 50lbs with or without accommodations.**

### ASSEMBLERS (4 positions)

**2 positions on the day shift**

**2 positions on the night shift ; Depending on the workload, overtime will be required.**

Responsible for preparing job sets for assembly operations. Requires hands on experience with hand tools, power tools, and overhead cranes. Must have basic computer skills and the ability to read a tape measure. Must have basic computer skills and the ability to understand and read instructions; ability to read blueprints is a plus. Forklift experience a plus. **Ability to lift up to 50lbs with or without accommodations.**

**ASSEMBLY LEADMAN (\*\*DIRECT HIRE\*\* - 1 position)**

**1 position on the night shift -- shift differential**

**Depending on the workload, overtime on weekend may be required**

Directs and coordinates activities of the assembly department. Conduct safety weekly meeting (Toolbox) to build safety awareness in the work place. Reinforce safety policy and rules including identifying potential hazards in the work area and reduce or eliminate them. Manage and control manpower including attendance in the responsible area to secure line capacity and to meet delivery schedule. Interpret drawings / blueprints and communicate or instruct team members following standard work instruction and industrial standards (ISO9000, API661 and etc.). Monitor quality in accordance with the company ISO Quality Plan. Trains, or assists in the training of other employees in assembly processes. Must be able to provide supervision and working on units 80% of time. Basic shop knowledge of structure and assembly methods and procedures. Follow updated schedules to meet ship dates provided by management. Manage multiple projects and people to ensure that they are on time and under budget; ability to track hours for the jobs and make sure there is sufficient manpower. Prioritize tasks in a self-directed and time-managed manner. Strong attention to detail, organizational skill and communication skill. Ability to document data and write clear daily reports or abnormal reports (line stop) including safety reports. Regular attendance, ability to arrive at work punctually, ability to work on-site, ability to work overtime. Ability to work cooperatively with others, ability to deal respectfully with the public, customers, vendors, other employees, managers, and executive management. Ability to perform multiple tasks concurrently, ability to work in a fast-paced environment, ability to interchange with others in the department. Assist and perform essential duties which include the following items. Tubing, Hydro, Inspection, Operate hand tools, Operate roll equipment, set up Gages and run test; sign off on QC check sheet, Climb ladders and roll carts on top and under units for inspection purposes, fill units with air, water, and gases, set up run in equipment, set up fans and motors, assist in placing units in position for inspection. Leads will also be responsible for ensuring all QC check sheets are in compliance. Performs final assembly joining bundle assemblies with plenum and drive assemblies per applicable drawings. Routine trouble shooting and problem solving, including finding ways of improvement for long-term solution. Encourage continuous idea generation from team members for continuous process improvement in cost, time, and safety. Ensure 5S (workplace organization method in the area with good housekeeping manner) is being applied on a daily basis. Ensure all equipment is up-to-date and within the standards needed. Ability to directly supervise up to 10 non-supervisory employees. Good understanding of Microsoft Excel, data formats, and the tools available to share data across software programs. **High school diploma or general education degree (GED) preferred. Minimum 3 years in a manufacturing environment required. Ability to lift up to 50lbs with or without accommodations.**

**STRUCTURE LEADMAN (\*\*DIRECT HIRE\*\* - 1 position)**

**1 position on the night shift -- shift differential**

**Depending on the workload, overtime on weekend may be required**

Assists Structure Department Manager in the overseeing of production and non-production Department affairs. Conduct safety bi-weekly meeting (Toolbox) to build safety awareness in the work place with zero injury target. Reinforce safety policy and rules including identify potential hazards in the work area and reduce or eliminate them. Ensure 5S (workplace organization method in the area with good housekeeping manner) is being applied on a daily basis. Manage and control manpower including attendance in the responsible area to secure line capacity and to meet delivery schedule. Able to document data and write clear reports (production, rework, quality, line stop etc.). Follow updated schedules to meet ship dates provided by management. Manage multiple projects and people to ensure that they are on time and under budget; ability to track hours for the jobs and make sure there is sufficient manpower; prioritize tasks in a self-directed and time-managed manner. Strong attention to detail and organizational skills; ability to be flexible and change tasks on a moment's notice. Ability to plan and develop layout as conduct daily meetings with department to determine the agenda. Review accomplishments daily and plan next shift's agenda. Monitor and audit product quality in accordance with the company ISO Quality Plan and Job Inspection Test Plan (ITP). Estimate, raise material requisition and inspects material quantity and quality. Examines produced items to determine if items meet specifications and industrial standards. Interprets specifications / blueprints and communicate or instruct team members following standard work instruction and industrial standards (ISO9000, API 661, AWS D1.1). Establish or adjust work procedures to standardize good work practices and to ensure quality of work. Ability to coach and train new employee up to required standards. Perform 100% first article inspections (first piece of each fabricated drawing) by visual examine work piece, measure part or hole dimensions or sizes, square, flatness and other drawing instructions. Assist employee to operate small saw machine, iron machine, mobile plasma cutting machine for coping, notching and cutting materials. Ability to operate power such as angle grinder, drill, die grinder and chatter gun. Recommends measures to improve production methods, equipment performance, and quality of product. Must be able to provide supervision and working on units 80% of time. Maintain shop floor consumables to ensure continuous production and product delivery on-time. Strong attention to detail, organization skill, and communication skill. **High school diploma or general education degree (GED) required. 3 to 5 years of related experience within a manufacturing environment required to include welding experience. Ability to lift up to 50lbs with or without accommodations.**

**SHIPPING MATERIAL HANDLER (1 position)**

**1 position on the day shift**

**Depending on the workload, overtime may be required**

**MUST BE ABLE TO DRIVE A FORKLIFT AND OPERATE AN OVERHEAD CRANE**

Loads, unloads, and moves materials within or near plant, yard, or work site. Reads Bill of Material or follows oral instructions to ascertain materials needed to be prepared for shipment. Conveys materials from storage or work sites to designated area. Secures lifting attachments to units/ bundles and conveys load to destination or signals crane or hoisting operators to move load to destination. Attaches identifying tags or labels to materials or marks information on cases, bales, or other containers. Loads trucks with industrial fork truck; stacks or assembles materials into bundles and bands bundles together. Must have computer skills to cross-train in all areas of the shipping and warehouse departments. Lifts heavy objects by hand or with power hoist, and cleans work area, machines, and equipment. Assembles crates to contain products such as motors, vib switches, mechanical, parts orders. Operates industrial truck or overhead cranes to assist in loading or moving materials and products. **Ability to work at height and lift up to 50lbs with or without accommodations.**

**PROJECT COORDINATOR (1 position)**

**1 position on day shift**, Coordinates scheduling, and processing of sales and job orders from inception to completion. Assist in the coordination efforts between all levels of management in regards to job schedule and profitability. Distributes schedules for appropriate meetings and individuals. Write up all sales orders and job orders; ability to interpret drawings. Maintain files of documents. Generate review & distribute rework reports to correct inaccuracies prior to month end. Create Quarterly Reports on jobs for each department. Detail oriented with good leadership skills; display, vision and positive attitude. Good organizational skills, self-starter with flexibility and capable of working independently. Able to manage multiple projects simultaneously and appropriately determine priorities. **High school diploma or General Education degree (GED). A college degree is preferred. Basic understanding of air coolers and manufacturing supply chains are a plus. Computer Proficiency with Excel and Word. Three years related experience.**

**Interested applicants may apply in person at:**

Kelvion Inc., 5202 West Channel Road, Catoosa, OK 74015

**Interested applicants may also email resumes to:**

HR.Catoosa@Kelvion.com

**Kelvion Inc., offers excellent benefits including:**

- Competitive wages
- Employer matching 401(k) up to 4% of employee deferral
- Medical, Dental and Vision Insurance for employee & dependents
- Life Insurance and Disability Benefits
- Vacation, Sick and Personal Leave
- Holiday Pay
- Safety boots and Prescription Safety Glasses

**Kelvion Inc., is an Equal Employment / Affirmative Action Employer.**

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.