

POSITION DESCRIPTION

Position Title	PRODUCTION OPERATOR		FLSA Status	Non-Exempt	
Reports To (Position)	Production Supervisor		Author(s)	Human Resources	
Department	Production	Origination Date	10 Oct 16	Rev. Date	
Department Manager		Review /Approval Signature			

By signing below, I (employee) acknowledge that I have received a copy of this job description, I have read and understand the responsibilities of the position, and I agree to perform those responsibilities effectively. I further acknowledge that my signing of this document does not alter my employment-at-will relationship with the company.

Employee Name (Printed)	Employee Signature	Date
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Position Summary

The Production Operator functions across various jobs in the manufacturing of zinc oxide, comprising furnace operations and packaging. Production Operators are cross trained in several areas and assist shipping, receiving, and maintenance to ensure continuous and effective operations.

- Furnace operations: Loads and operates one or more boiler furnaces with raw material (zinc) to process from solid material to molten material to oxidized material.
- Packaging operations: Operates an automatic silo, scale, and bag press to efficiently and safely package product into approved packaging configurations per customer specifications.

Specifications

Education	<ul style="list-style-type: none"> • High School or equivalency with ability to read, write, and complete basic mathematical computations.
Certifications and Licenses	<ul style="list-style-type: none"> • Forklift Certification
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Basic reading, writing, and arithmetic skills; ability to complete requisite safety training instruction and testing including forklift operation.
Experience	<ul style="list-style-type: none"> • Six (6) months experience in an industrial or manufacturing environment with exposure to processes, workplace safety, multi-shift operations, and forklift operations. Previous experience in a foundry or boiler operations is beneficial.
Key Competencies	<ul style="list-style-type: none"> • Communication - work with others inside and outside department to achieve objectives; use of active listening to assimilate and verify information. • Learning - embraces the challenge of learning new tasks quickly, grasps new concepts and ideas quickly, and is open to change and continual improvement. • Problem Solving - use of logic, common sense, and creativity to find solutions. • Team Building - create a harmonious, efficient, and productive work group to maximize the team's collective abilities.

Key Responsibilities (Essential Functions)

	% of Time
1. Furnace Operations <ul style="list-style-type: none"> • Operates the boiler furnaces to maintain temperature control according to the furnace log and ensure adequate levels of raw materials are loaded. • Loads the furnace. <ul style="list-style-type: none"> ○ Charges the furnace by adding prescribe amount of zinc metal (raw product) to be processed into zinc oxide. ○ Double-charges the furnace when raw material level is below the set-level for two charges by notifying the supervisor and following recommendation to add more raw material. 	

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<ul style="list-style-type: none"> ○ Cleans the ash wiper to ensure the buildup of material is removed so it functions properly. • Cleans the vapor port to keep the opening clear to release pressure on the furnace. • Removes the dross (solid impurities floating on top of the molten metal) to ensure high quality of zinc oxide is produced. • Maintains operation records of the furnaces on various temperatures and pressure readings based on the charge schedule. • Completes a workplace inspection at the beginning and end of every shift in accordance with the furnace check list. • Notifies the supervisor and/or maintenance staff of any malfunctions of equipment systems to ensure optimum operations with minimal downtime. 	
<p>2. Packaging Operations</p> <ul style="list-style-type: none"> • Using the silo equipped with a timer, fill various size bags with zinc oxide to meet the hourly packing rate. <ul style="list-style-type: none"> ○ Refer to the packing sheet for the required packaging configuration. ○ Situate the empty bag on the scale and fill bag to desired weight. ○ Record the date, time, silo, and weight on the packing sheet. ○ Complete a visual quality check of the finished packed product on the skid, report defective material, packaging or equipment or questionable conditions to the supervisor. • Using the bag press, compress stacked full bags of zinc oxide to release excess air from the packaged product and stabilize the load for movement and storage. • Using the forklift, transfer skids of packaged zinc oxide to designated storage area. • Maintain the work area and equipment in a clean and orderly condition and notify the supervisor of any equipment malfunctions or safety issues. 	
<p>3. Supporting Other Areas <i>(This is not intended to be a complete list of support responsibilities and may be changed as needed to meet the needs of the business.)</i></p> <ul style="list-style-type: none"> • Shipping – Load or unload trucks • Receiving - • Maintenance – routine equipment and machine maintenance; building clean up and routine repairs 	

Additional Responsibilities
<ul style="list-style-type: none"> • Understands the authorized quality management system as it applies to job responsibilities and executes duties in accordance with defined procedures to ensure continuous improvement of quality within the Company. Participates in activities that enhance the quality and performance of job duties. • Performs all tasks in a safe and efficient manner to protect self, others, products, materials, and other Company assets from harm. • Operates with a high degree of integrity in the performance of duties to foster good working relationships and a spirit of teamwork to accomplish job goals. • Performs other related responsibilities, assignments, and duties as assigned by supervisor to contribute to the overall efficient operation and continual process improvement of the Company.
Working Conditions
<ul style="list-style-type: none"> • Work is conducted primarily indoors with occasional temperature changes, including extreme heat, with occasional outdoor exposure to weather conditions. Exposure to physical hazards due to proximity to moving mechanical parts, vehicles, electrical current, and exposure to chemicals is present. Exposure to oils, fumes, dust, mists, gases, or poor ventilation may be present.
Physical/Mental Requirements
<ul style="list-style-type: none"> • Work performed requires sitting, standing, walking, bending, stooping, kneeling, crouching, crawling, reaching overhead, pushing, and pulling in to varying degrees of frequency. The job required lifting 1-10 lbs. often and 30 to 50 lbs. occasionally. Work requires visual acuity, hearing, and speaking frequently. On occasion, will climb stairs, ladders, and work from heights.