

# JOB DESCRIPTION

<b>Position Title:</b>	Line Operator	<b>EEOC Code:</b>	
<b>Department:</b>	Production	<b>EEOC Class:</b>	
<b>Reports To:</b>	Line Supervisor	<b>FLSA Status:</b>	Non-Exempt
<b>Revision Date:</b>	September 2013		

<b>Summary</b>
Responsible for maintaining the quality of the extruded product throughout the production process and its packaging.

<b>Essential Job Functions</b>
<ul style="list-style-type: none"> <li>● Uses reel components to build reels to size specifications.</li> <li>● Places the correct reel onto the coiler and prepare for startup. Reel must be in good physical condition.</li> <li>● Monitors print and footage markings. Makes corrections as needed.</li> <li>● Monitors for continuous stripe (if required).</li> <li>● Knows and understands the quality requirements for all products being produced.</li> <li>● Makes all checks that may be required to assure that the product meets the order requirements. Makes corrections as needed to meet order specifications. Before making the necessary adjustments, informs the line supervisor.</li> <li>● Ensures wraps on reels are neat.</li> <li>● Cuts conduit, ties-off and caps conduit when each reel is complete.</li> <li>● Removes reel from the coiler using a forklift and transports the finished product into inventory.</li> <li>● Grinds line scrap as it is produced and stacks scrap.</li> <li>● Assists the line supervisor in line start-ups.</li> <li>● Maintains a neat and orderly work area.</li> <li>● Assists other line operators in cutting conduit, tie-offs, and reel changes.</li> <li>● Follows all safety requirements for this position and all company safety guidelines.</li> <li>● Completes appropriate paperwork to ensure accurate inventory transactions.</li> <li>● Performs other duties and responsibilities as assigned.</li> </ul>

<b>Knowledge, Skills, Abilities (Competencies)</b>
<ul style="list-style-type: none"> <li>● Ability to read and write English.</li> <li>● Ability to perform simple math including the ability to add, subtract, multiply, divide and take measurements.</li> <li>● Ability to drive a forklift.</li> <li>● Communication – Clearly conveys information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.</li> <li>● Contributing to Team Success – Actively participating as a member of a team to move the team toward the completion of goals.</li> <li>● Customer Focus – Ensuring that the customer perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet customers' and own organization's needs.</li> <li>● Collaboration – Working effectively and cooperatively with others; establishing and maintaining good working relationships.</li> <li>● Quality Orientation – Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time</li> <li>● Safety Awareness – Identifying and correcting conditions that affect employee safety; upholding safety standards.</li> </ul>

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- Stress Tolerance – Maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organization.

## Education and Experience

High school diploma or equivalent (GED).

## Physical Requirements

	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
<b>Seeing:</b> Must be able to see well enough to read reports and the print on the finished product; look for defects in product; and safely drive a forklift.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with team members and management; and listen to equipment.				X
<b>Standing/Walking:</b> Must be able to move about the production area by stepping over and/or bending under objects; and the ability to stand up to 12 hours around hot machinery.				X
<b>Climbing/Stooping/Kneeling:</b> Must be able to stoop or kneel to pick up items from the floor and climb ladders.	X			
<b>Lifting/Pulling/Pushing:</b> Must be able to lift more than 100 pounds with reasonable assistance and able to lift 50 pounds with or without reasonable assistance.	X			
<b>Grasping/Feeling:</b> Must be able to grasp and use equipment; and have the ability to hold conduit and drive nails into reel flanges simultaneously.	X			

## Working Conditions

Working conditions include extreme temperature conditions such as extreme heat and cold in the production facility.

*The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

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Employee Signature

\_\_\_\_\_  
Date