

Job Description For: Production Process Operator

Location	Dover, Delaware	Department	Manufacturing
Reports To	Production Manager	FLSA Status	Non-Exempt
Travel Required	0%	Date Created	09/20/2018

Overview

The Production Process Operator will be responsible for the manufacturing of products in a safe and efficient manner by conveying raw materials to designated feeder stations on different floor levels in the plant, and to operate automatic and manual machines, hand tools, and other equipment in order to weigh, prepare, blend, and package ingredients into compounds.

Primary Responsibilities / Essential Functions

Essential functions may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class, nor does it necessarily list all possible duties that may be assigned.

- Operate production equipment to generate finished packages following standard operating procedures. Packaging sizes - 10 lbs., 20 lbs. and 50 lbs. bags. Perform daily cleaning activities and minor maintenance activities on equipment as needed.
- Maintain correct weight of the bags produced. Maintain the quality of the bags produced by adjusting machine settings when required.
- Prepare packaging materials by retrieving items from storage, applying labels to containers, setting up and loading filling machines, operating various automatic and manual packaging machines, scales and printing devices, industrial lift trucks, pallet jacks and other material handling tools and equipment.
- Recycle rework in compliance with internal quality guidelines.
- Assist in training new operators and rotate with other workers in production.
- Assist other operators as directed by supervisors in performing all activities associated with the manufacture of products and any other task assigned by supervisors.
- Maintain production equipment to keep production lines running, no full range maintenance work required. Document repairs that are non-urgent that can be scheduled.
- Maintain a clean, safe and organized work area by efficiently using various hand tools and equipment such as push brooms, mops, floor sweepers, cleaning chemicals, trash receptacles, etc.
- Read and follow daily production schedule and instructions.
- Operate and monitor plant manufacturing controls, gauges and instruments.
- Fill out all paperwork – i.e. downtime log, used parts log, shift to shift log book.
- Perform quality control sampling.
- Other duties as required.

Education, Licensing, and Certifications

Preferred

- High school degree, GED, or equivalent
- Forklift Certified

Experience

Preferred

- 2+ years of related experience in a process/manufacturing environment
- Experience in a batch process plant (construction materials/engineered mortars/food) and maintenance experience

Competencies, Skills, and Knowledge

Required

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Responds well to questions; Participates in meetings; Ability to communicate technical knowledge effectively, in plain language.
- Written Communication - Writes clearly and informatively; Able to read and interpret written information.
- Language - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Quality Management - Looks for ways to improve and promote quality
- Mathematical – Ability to calculate figures and amounts such as discounts, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.
- Reasoning - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Cost Consciousness – Performs activities keeping in mind minimizing loss and waste of raw materials, packaging materials, etc.
- Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Ethics - Treats people with respect; Keeps commitments; Works with integrity and ethically.
- Organizational Support - Follows policies and procedures.
- Planning/Organizing - Stages and preps for next product to be run or next shift; Uses time efficiently; Plans for additional resources.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Requirements

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The employee is regularly required to sit, stand, walk, feel, talk and hear.
- Employee is frequently required to reach with hands and arms.
- The employee must frequently lift and/or move up to 50 pounds without assistance; and 55 pounds up to 2,500 lbs. with assistance.
- The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Employee is regularly exposed to fumes or airborne particles, exposed to vibration. working near moving mechanical parts, extreme cold and extreme heat as well as wet and/or humid conditions .
- Constant and proper use of personal protective equipment (PPE) such as: steel-toed boots, safety goggles, gloves, respirators, etc. is required.

The above statements are intended to describe the general nature and level of work required by you in this position, and they are not intended to be an all-inclusive list of your required responsibilities, duties, or skills. Duties may increase, decrease, and/or change as deemed necessary to support the department or organization's operations. These statements may be modified periodically by the Company.

CERTIFICATION OF UNDERSTANDING OF JOB RESPONSIBILITIES

I have accepted the job offer from Uzin Utz North America, Inc.. I have read this job description and completely understand the requirements and responsibilities contained in it and expected of me. Furthermore:

- I understand that receipt of this job description does not constitute or imply any employment contract.
- I understand that my employment and compensation may be terminated with or without cause and/or notice, at any time, at the option of either the Company or myself.
- I understand that the Company reserves the right to alter, amend, change or terminate any of the responsibilities or other information provided in this job description at any time with or without notice.
- I understand it is my responsibility to read and perform all the duties and procedures outlined in this job description in order to remain employed. I have familiarized myself with the information in this job description and will seek clarification if needed.

Employee Name

Date