



Line Operator

Position Description

Job Title: Line Operator
Department: Production
Reports To: Production Supervision
FLSA Status: Non-exempt
Prepared By: Eugene Osytek
Prepared Date: December 7, 2009
Approved By: Eugene Osytek
Approved Date: December 7, 2009

Position Objective:

To adequately perform the essential duties of a Line Operator, providing support to the production department in any capacity deemed necessary by supervision and/or management. To complete necessary training needed for the Line Operator and Set-Up Operator positions, striving to be a self-sufficient Line Operator. Working with the Set-Up Operators to learn the aspects of the Set-Up Operator position.

Essential Duties and Responsibilities: *may include but are not limited to the following*

5s and Continuous Improvement

- Maintain a clean and organized work area, by following daily housekeeping and 5S standards
- Properly label scrap, gaylords and/or barrels
- Properly clean out dies and shape blocks.
- Break down and clean-out the extruder.
- Know how to perform the clean-out procedures for ethylenes and propylenes.
- Complete any training needed to perform your essential duties. Any job-specific quality training deemed necessary by the quality department, including but not limited to, basic Kanban systems 5s training, and operation of job-specific machines, tools, and gauges.
- Continue to learn Production Department procedures by studying the extrusion work instruction book.
- Promote and maintain a culture and attitude of continuous improvement, working within the company team to make it a more efficient, safer, and enjoyable place to work.

Packing

- Coil and/or pack products at any line(s), and properly label finished and/or in process goods.
- Make boxes and/or spools.

Quality

- Inspect parts for surface quality, color, profile appearance, and dimensions, as called for by the part's Spec, print and checksheet; fill in the necessary information on the checksheet, and bring all quality concerns to the attention of the production supervisor or a set-up operator.
- Make necessary adjustments to correct quality defects after consulting with the supervisor or Set

Up Op.

Reports/Documentation

- Accurately complete all production paperwork.
- Perform and complete shrink studies for all parts that require them..
- Pull the next order for your assigned line along with the corresponding spec, checksheet, tooling, colorant, color PCM, check fixtures, packaging, and/or gauges if needed.
- Alert material handlers, if necessary as to what material you will need next and approximately how long before you will need it.
- Put the previous job's completed order, shrink study, and checksheet in the finished orders bin.
- Return the previous job's spec, tooling, colorant, color PCM, excess packaging, check fixtures, and gauges back to their proper location when the job is finished.
- Properly complete quality "hold" tags.

Set-Up of Lines/Machines

- Assist Set-Up Operators in setting up the line.
- Take out and put equipment in-line, correctly attaching water lines, air lines, drain lines, water heaters, encoder wheels, electrical lines, etc.
- Laser gauge set-up, operation, and adjustment.
- Set-up, operate, and clean-out all blenders.
- Material dryers set-up, operation, temperature setting, and clean-out.
- Assemble tooling for the next job and put it on the extruder.
- Set zones, clamp, gate, and die heats, and correctly read the gauges.
- Assemble shape blocks and properly set them up in the troughs
- Be able to perform the complete set-up of basic t-moldings.

Safety

- Know the safety and operation of both the ESI and Eaglematic punch presses including the following:
 - Changing lengths and setting P1 and P2.
 - Adjusting the sonic dancer to control the loop.
 - Setting and adjusting feed rates and belt tension.
 - Adjust air to control punch force.
- Know the safety and operation of all in-line saws including the following:
 - Encoder wheel set-up.
 - Adjusting table and blade speeds.
 - Changing lengths.
 - Installing saw-fixtures
- Follow all safety requirements required by company policy.

Operation/Knowledge of Machines

- Identify the different types of tooling: gates, dies, cutter bushings, water dams, shape blocks (calibration blocks), thermocouples, thermowells, breaker plates, tubing dies, mandrels, etc.
- Identify differing cutter blades and shims. Change cutter blades and shims. Correctly install and align cutter bushings.
- Operate the controls of the pullers and puller/cutters, making length changes when necessary.
- Sandblast tooling that requires it (Die preparation).
- Know how to do the following procedures on water troughs: filling and draining, vaccum pump operation including how to adjust chamber and manifold vacuum, and how to control water levels.

- Correctly identify the major parts of the extruder and know their function.
- Correctly identify differing materials.
- Calculate and make hand-mixes.
- Set-up, Operation, and controls of both auto-coilers for t-moldings and tubing.
- Discern process variations through periodic checks and make any necessary adjustments. If unsure of making a change, ask a Set-Up Operator or Supervisor.
- Pull rigid jobs down the line and start the process of getting the part on size and shape with the assistance of a Set-up Operator and/or Supervisor.

Training

- Actively train and begin performing Set-Up Operator essential duties.
- Treat all company employees with dignity and respect.
- Work with, and, train in-coming line packers, sharing knowledge and expertise.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High School Diploma or GED, with the willingness to continue education if necessary, to develop any required skills. Complete the Line Operator Training Book Pass the written Line Operator Test.

Language Skills:

Be able to speak, read, and comprehend basic english in order to understand work instructions, policies and procedures, profile prints, and written communication. Ability to effectively and clearly communicate information and ideas with willingness to share knowledge, skills, and expertise with others.

Mathematical Skills:

Basic mathematic skills which include addition, subtraction, multiplication, and division. Being able to perform these functions with fractions and decimals down to thousandths of an inch. Calculators may be used. Ability to use these math skills to complete company written formulas used in production

Reasoning Ability:

Identify and resolve problems in a timely manner. Work well in group problem solving situations. Using reason and restraint even when dealing with emotional topics. Ability to adapt to and solve challenging situations applying common sense understanding to all work situations.

Computer Skills:

No computer skills are required at this time, but may be needed in the future with training provided.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Mechanical aides: be able to use the following; Copy Machine, Calculator, Measuring Cup, Weigh Scale, Steel Rule, Tape Measure, Pro Scale, Calipers, Comparator, Protractor, Laser Gauge, Warp Gauges, Tape Gun, and Stapler.

Have a **working knowledge of the following equipment:* Extruders, Co-Extruders, Water Troughs, Water Heaters, Stand Alone Pullers, Puller/Cutters, Conveyors, ESI and Eaglematic Punch Presses, Auto Coilers, Material Dryers, Parts Cleaner, Sandblaster, In-Line Saws, Vacuums, Novatech and AEC Blenders, the Embosser, Ink Tape Heat Transfer Station, Video Jet Inking Machine, and Tape Stands.

** A working knowledge is defined as: Knowing the proper way to move the equipment and set the equipment in-line. Properly hook up all necessary connections (electric, air, water, etc.). Install saw fixtures, cutter bushings, and/or tape fixtures. Know all the controls and how to operate and adjust them (blade and knife speeds, air for punch force and conveyor blowoffs, set and adjust cut length, end-cut squareness, blender control panels, water heater temperature, etc.). Know the safety features and danger areas of the equipment (pinch points, emergency stops, and safety switches, etc.). Know how to "lock-out" each piece of equipment.*

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification when needed; responds well to questions.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.

Planning/Organizing - Prioritize and plans work activities; Uses time efficiently.

Professionalism - Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.

Quantity - Completes work in timely manner; Works quickly.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands.

Attendance/Punctuality - Is consistently at work and on time.

Initiative - Asks for and offers help when needed.

Other Skills and Abilities:

- Demonstrate attention to detail.
- Willingness to ask questions and ask for help when needed.
- Take responsibility for own actions.
- Punctual and dependable, getting to work, training sessions, and meetings on time.
- Good interpersonal skills with the ability to work well with others.
- Listens to others with an open mind to differing opinions and ideas.
- Self-confident and motivated to learn quickly, striving to perform duties at a high level.
- Seek increased responsibility, taking advantage of growth opportunities.
- Handle rapidly changing situations in a professional manner.
- Ability to deal with standardized situations and duties which may have only occasional or no

variables.

- A positive attitude with a mind-set towards continuous improvement.
- Balance team and individual responsibilities. Willing to assist others with their duties when needed to do so.
- Contribute to a positive "team" spirit, focusing on positive and not negative aspects of situations, putting the success of the team above personal interests.
- Strive to complete group commitments to goals and objectives, supporting everyone's efforts to succeed.

Physical Demands:

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.

- Be able to stand in one place and perform continuous and repetitive movements which may last for the entire 8 hour shift.
- Be able to lift 50 lbs.

Work Environment:

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.

- Function in a moderate noise level environment, with earplugs if desired.
- Withstand the presence of unpleasant odors which may occur when using various types of plastic or purging compounds