



N.E.W. PLASTICS CORP.

Job Title: Operator, Machine
Department: Production
Reports To: Team Leader
FLSA Status: Non-Exempt Full Time
Updated Date: August 2013

PRIMARY PURPOSE

Team members in this role will be expected to contribute to maintaining a high quality work environment at N.E.W. Plastics Corp. This position supports the Food Safety and Quality Management Systems by following the work rules outlined in the Team member Handbook, working cooperatively and effectively with others in the organization, sharing information to enable others to do their jobs, and displaying good customer service to our internal and external customers consistent with our values.

To operate and maintain efficiency, quality and productivity of assigned equipment. This includes making minor adjustment, monitoring equipment operating status, product inspection and packaging of products.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

1. Operates equipment to ensure all product / customer requirements and standards are met.
2. Responsible for inspections, measures and tests to maintain product quality levels.
3. Provides feedback and interacts with team members to resolve operational issues beyond their control.
4. Monitors and ensures adjustments to the process line (i.e. blow molder, trimmer, flamer, sleever, conveyers, labelers, etc.) to maximize the standards for efficiency.
5. Communicate with the team members from previous shifts about ongoing quality issues including information on potential / past quality and process problems.
6. Performs routine inspections of equipment parts using rules, calipers, micrometers, and other measuring instruments.
7. Tracks and relays machine needs to Process Techs and or Maintenance as needed.
8. Adjust functional parts of devices and control instruments, using variety of hand and other tools.
9. Contribute ideas toward improving the work area in ways including ergonomics, process efficiencies and process line functionality.
10. Complete all production paperwork in an accurate and timely manner.
11. Keep your area of responsibility clean and clutter free.
12. Practice and promote all safety and GMP policies and procedures.
13. Work with all other departments in a way that promotes teamwork throughout the organization to achieve company goals.
14. Participates on teams and group discussions.

15. Train new Team members as needed.

Decisions Making: Decisions that this role is solely responsible for and only checked periodically.

1. Routine adjustments to equipment.

Personal Characteristics: The behaviors and traits of the person that leverage the skills and abilities.

1. Willing to ask questions
2. Structured thinking
3. Strong communication skills, written and oral
4. Can figure out “peel away” to get to the real customer needs

Qualification/Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

1. High school diploma or GED with 2-3 years related experience in a manufacturing environment, preferably in the plastics industry.
2. Ability to manage and complete multiple tasks.
3. Ability to speak clearly and concisely, in a friendly and professional manner, both in person and over the phone system. Ability to identify problems and draw valid conclusions.
4. Ability to interpret a variety of instructions furnished in written, picture, oral, diagram or schedule form. Ability to identify problems, root causes and proper solutions in the manufacturing process.
5. Ability to apply concepts such as basic mathematics (addition, subtraction, multiplication, and division), fractions, percentages, ratios, and proportions to practical situations (Convert measuring units from standard to metric and vice versa.)
6. Ability to read and prepare routine reports and interpret various documents and correspondence.
7. Computer experience with the Internet, Microsoft Windows 98 software or higher, Microsoft Word and Microsoft Excel and e-mail (Microsoft Internet Explorer and Microsoft Outlook).
8. Strong mechanical and troubleshooting skills.
9. Be able to pass a simple employment test.

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. The incumbent must be able to lift at least thirty pounds.

NEVER (0%)	RARELY (1-5%)	OCCASIONALLY (5-33%)	FREQUENTLY (34-66%)	CONSTANTLY (67-100%)
FREQUENCY		LEVELS		DISTANCE
Lifting/Carrying:				
Under 10 lbs		Frequently		Up to 10 ft.
10-20 lbs		Frequently		Up to 10 ft.
21-50 lbs		Occasionally		Up to 10 ft.
50-100 lbs		Rarely		Up to 10 ft.
Over 100 lbs		Never		Up to 10 ft.
Reaching:				
Constantly		To pick up, inspect and pack bottles.		Arm's length to overhead
Sitting:				
Rarely		N/A		N/A
Standing:				
Constantly		N/A		N/A
Walking:				
Frequently		May climb stairs and ladders at times.		Manufacturing
Driving:				
Rarely		N/A		N/A
Bending:				
Constantly		N/A		To foot level
Kneeling:				
Occasionally		N/A		N/A
Crouching:				
Occasionally		N/A		To foot level
Squatting:				
Constantly		N/A		Reaching objects
Twisting: (Torso)				
Occasionally		N/A		Climbing stairs/ladders
Climbing:				
Constantly		Moving boxes and materials on production floor.		Arms distance
Frequently				Arms distance

21-50 lbs 51-75 lbs 76-100 lbs	Occasionally Rarely Never	N/A	N/A N/A N/A
Extremity Movements:	Frequency	R=Right / L=Left / B= Both	Yes or No
Dominant Hand:	Frequently	R or L	Yes
Both hands:	Constantly	B	Yes
Both feet:	Constantly	B	Yes
General Sight Requirements:	Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.		
Binocular:	Not applicable.		
Field of Vision:	Not applicable.		
Color Discrimination:	Needs to be able to distinguish between colors for QC and repair purposes.		
HEARING:	Significant interaction with internal parties. Must be able to hear changes in machine		

SPEECH AND LANGUAGE:	
<ul style="list-style-type: none"> Visual comprehension (understanding/processing written word and visual observations) Perform written communication. Communication with co-workers, leaders verbally. 	
ENVIRONMENT:	
Work Hours:	Up to 44 hours per week with overtime by assignment and a 24/7 schedule
Inside:	100 % There are no offensive smells or vapors.
Outside:	0%
Extreme Cold / Heat:	No / Yes
Noise:	The work environment is well lit and the noise level is moderate but not excessive.
Hazards:	Numerous including moving machinery, knives and hot flames
Tools used:	Knife, knockout sticks, Mechanical tools used for adjusting equipment.
Safety equipment :	This area requires the use of safety glasses , hearing protection, gloves and hair nets, steel toe shoes and arm protectors.

Process Tech	Quality Assurance	Machine Operator
<p>Quality – Makes non-routine adjustments outside those provided by the machine operator when product or process standards (the target) and tolerances (the range) are not being met.</p> <p>Equipment Responsibility</p> <ul style="list-style-type: none"> Set-Ups. Conducts machine set-ups (change-overs) and ensures that initial operational and product standards are met. Impact trimmer adjustments. Moves all equipment into alignment and producing product to specifications. Maintaining Product / Process Control. Maintaining Equipment / Process Control. Adjustments. Blow Molder – PLC controlled 	<p>Quality – Pull samples, records information with the end goal of having the documentation that confirms all requirements have been met from incoming raw materials, to the delivery to the customer.</p>	<p>Quality – Pulls samples to confirm that the machine is still delivering products that meet specifications.</p> <p>Utilize control charts to manage the process of the machine they are assigned to. Collect data for traceability and to support the entry of production quantities.</p> <p>Equipment Responsibility</p> <ul style="list-style-type: none"> Set-Ups. Nothing Maintaining Product / Process Control. Takes weights and or measures with calipers, thickness gauges, etc. to determine adjustments. Checks and adjusts flammers, uniformity tests, visual inspections of product. Maintaining Equipment /

		<p>Process Control. Down Stream equipment adjustments. Makes minor alignment and adjustments to auxiliary equipment including flammers, baggers, sleeves, conveyers, trimmer, etc. using simple tools or handles on the machines.</p> <ul style="list-style-type: none">• Adjustments. Blow Molder – PLC controlled adjustments along with simple adjusts requiring tools including weights on individual heads and swinging parisons.• Start up and shut down equipment Start up a machine after adjustments, clearing jams, purge color, etc.• Clear Jams
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