



N.E.W. PLASTICS CORP.

Job Title: Tech, Finishing & Materials
Department: Production
Reports To: Shift Leader
FLSA Status: Non-exempt, Full Time
Updated: 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.

Inspects finished products and prepares products for shipment. Grinds materials for recycling back into production. Mixes raw materials in quantities to ensure proper color and material consistency.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned that pertain to the classification.

1. Demonstrates knowledge of required quality controls for product being run. This includes proper weight, length, color, appearance and run speeds.
2. Demonstrates the ability to calculate measurements in fractions as well as provide accurate production counts. This includes the ability to read a tape measure, calipers, and other gauges.
3. Must demonstrate the ability to properly construct skids for the various lumber dimensions.
4. Demonstrates the ability to use all cutoff equipment and follows all safety rules and regulations in the use of saws.
5. Demonstrates the ability to look ahead and plan work such as pallet assembly and necessary cleanup.
6. Understands and properly completes all production reports and quality control sheets that include but are not limited to: Unit counts on a pallet, Correct packing configurations, Pallet counts
7. Communicate regularly with the Line Operator concerning: Product quality issues (color, appearance, weight, length), Changeovers, Mix and color changes, Any material concerns
8. Ensures boards are clean and straight before piling them on skids, and bands skids per customer instructions, shipping regulations, and safety.
9. Be able to identify, separate, store and label specific colors and all types of plastic raw materials on the production floor and in storage areas.
10. Able to locate and identify all material for grinding.
11. Fills all gaylords to capacity so that all can be stacked correctly without falling inside each other or tipping over causing a safety hazard.
12. Labels all gaylords with proper identification using appropriate labels (be sure to remove old labels) to aid in future identification.
13. Uses proper gaylords and pallets.
14. Responsible for any spills or leaks created by storage of material.
15. Knowledgeable in and follows safety procedures when starting, stopping, and locking out all power on any equipment.
16. Identifies, separates, stores and labels specific colors and all types of plastic raw materials on the production floor and in storage areas.
17. Keeps required machines sufficiently supplied with proper material at all times.
18. Communicates regularly with machine operators concerning changeovers, mix changes, color changes and any other material concerns.
19. Identifies, locates and prepares the correct materials, colorants and additives for upcoming orders or inventory purposes.
20. Demonstrates efficiency in preparing and mixing material and keeping waste to a minimum. Uses as much foam regrind and saw shavings as possible when mixing.
21. Drains hoppers, cleans magnets, and unblocks pipes and hoses that may require the use of mechanical tools such as screwdrivers and wrenches.
22. Grinds all scrap from the production machines, customer returns or cutoffs, and keeps all materials separated properly by their color and material type.
23. Cleans grinder out completely after each color change to avoid color contamination.

24. Demonstrates ability to maintain general upkeep of grinding equipment, including cleaning and changing filters, grinding blades, and other general preventative maintenance measures.
25. Must demonstrate a consistent pace in using time management properly when grinding. The grinding machine must not be under or over worked in obtaining maximum grinding efficiency.
26. Opens the grinders and cleans them whenever it becomes necessary due to blockage or maintenance.
27. Uses a hard hat, face shield, and ear protection when operating grinding equipment.
28. Makes a dedicated effort to keep the supervisors informed of the buildup of regrind in certain colors so that everyone can work on inventory reduction and management.
29. Communicates regularly with mixing personnel, machine operators, and finishers to determine what colors and volumes are needed to be ground. Verifies that all waste of a particular color is ground before changing over.

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

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

1. Willing to ask questions
2. Can figure out "peel away" to get to information
3. Structured thinking

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

1. High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Demonstrated ability to communicate orally or in written form effectively with co-workers, departments, preferably customers and vendors as well.
3. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent
4. With minimal supervision, demonstrate the ability to solve practical problems, interpret, resolving problems and issues using a variety of instructions or guides furnished in written, oral, diagram, or schedule form. .

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 fifty pounds.

NEVER (0%)	RARELY (1-5%)	OCCASIONALLY (5-33%)	FREQUENTLY (34-66%)	CONSTANTLY (67-100%)
FREQUENCY		LEVELS		DISTANCE
<u>Lifting/Carrying:</u>				
Under 10 lbs	Frequently	Varying Levels-Overhead to Floor		Up to 10 ft.
10-20 lbs	Frequently	Varying Levels-Overhead to Floor		Up to 10 ft.
21-50 lbs	Occasionally	Varying Levels-Overhead to Floor		Up to 10 ft.
50-100 lbs	Rarely	Varying Levels-Overhead to Floor		Up to 10 ft.
Over 100 lbs	Rarely	Varying Levels-Overhead to Floor		Up to 10 ft.
<u>Reaching:</u>				
	Constantly	To operate computer keyboard, reach for manuals, etc.		Arm's length to overhead
<u>Sitting:</u>				
	Rarely	N/A		N/A
<u>Standing:</u>				
	Occasionally	N/A		N/A
<u>Walking:</u>				
	Constantly	May climb stairs and ladders at times.		Manufacturing
<u>Driving:</u>				
	Occasionally - Forklift	N/A		N/A
<u>Bending:</u>				
	Frequently	N/A		To foot level, up to shelves.
<u>Kneeling:</u>				
	Occasionally	N/A		N/A
<u>Crouching:</u>				
	Frequently	N/A		Foot level to shelf.
<u>Squatting:</u>				
	Frequently	N/A		Reaching objects
<u>Twisting: (Torso)</u>				
	Occasionally	N/A		Climbing stairs/ladders
<u>Pushing/Pulling:</u>				
Under 10 lbs	Constantly	Moving boxes and materials on production floor.		Arms distance
10-20 lbs	Frequently			Arms distance
21-50 lbs	Occasionally			Arms distance
51-75 lbs	Rarely			N/A

76-100 lbs	Rarely	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 mixing purposes.		
HEARING:	Significant interaction with internal parties.		

SPEECH AND LANGUAGE:

- Visual comprehension (understanding/processing written word and visual observations)
- Perform written communication through e-mail or other computer based methods.
- Communication with co-workers, leaders electronically and telephonically.

ENVIRONMENT:

Work Hours:	Up to 40 hours per week with overtime by assignment
Inside:	100 % There are no offensive smells or vapors.
Outside:	0%
Extreme Cold / Heat:	No / No
Noise:	The work environment is well lit and the noise level is moderate but not excessive.
Hazards:	Significant motion hazards within the manufacturing environment.
Tools used:	Basic hand tools including screw driver, hammer, wrench, etc.
Safety equipment :	Steel toe shoes, gloves, hearing protection, safety glasses