

JOB DESCRIPTION

Position: Assistant Extruder Operator

Reports to: Extruder Operator and Production Supervisor

Direct Reports: This position has no supervisory responsibilities.

Position Summary:

The Assistant Extruder Operator is responsible for assisting the Operator in the operating the Extruder, to fabricate corrugated plastic sheets according to specified gages and dimensions in order to maintain the company's goal of 100% on time delivery to our customers.

Position Duties:

The following duties **are not** intended to serve as a comprehensive list of all duties performed by employees in this position. Shown are duties intended to provide a representative summary of the major duties and responsibilities of the role. Employees in this position may not be required to perform all duties listed, and may be required to perform additional duties as required.

Primary Responsibilities:

- Assist the Extruder Operator in the start-up process, feeding extruded sheet material through the various stations of the machine.
- Examine extruded product for defects, such as wrinkles, bubbles, and splits.
- Check quantities, dimensions, gauge and description to ensure that products comply with daily production schedule.
- Conduct in-process testing (weight, density, size, etc...) and accurately record product test data every ½ hour.
- Neatly pile conforming extruded sheets on skids and record quantities, according to the production schedule.
- Remove non-conforming extruded product and neatly place on skids for movement to the Grinder area.
- Remove trim pieces as extruded sheet product is cut to size and feed trim pieces into Grinder located at the side of the Extruder.

- Make sheet size changes by changing and/or moving blades and adjusting guillotine frequency.
- Produce all products within specifications and times allowed.
- Move full skids of extruded product to appropriate areas, as required.
- Inform Production Supervisor of any defects, breakage and/or down time on the shift.
- Replenish supply of resin material, master batch material or regrind material at the head of the extruder in order to ensure continuous machine operation
- Locate wooden skids, with identified project numbers that are required for daily production during the shift, according to the production schedule
- Construct wooden skids to required specifications, when required
- Operate Grinder (when required) to ensure a continuous inventory of available regrind material
- Operate production equipment in other departments and/or perform assembly functions, as directed to assist in meeting required production schedules, when required.
- Perform regular production area clean up during and at the end of each shift.
- Perform general plant clean up in various departments, when time permits
- Complete and submit maintenance requests when necessary.
- Maintain a clean and safe work environment.
- Participate in continuous improvement activities as required.
- Adhere to Quality standards and procedures
- Special projects and other responsibilities as may be determined.

Education:

- High School Diploma or equivalent

Experience:

- 2 -3 years experience in a manufacturing environment.
- Previous extrusion or machine operator experience.

Licenses/Certificates:

- Forklift License Required (must attain and maintain)

Other Knowledge, Skills and Abilities

- mechanically inclined
- have excellent math and measurement skills
- acute vision and color identification
- Strong attention to detail.
- Ability to maintain records regarding material, equipment, and repairs.
- Excellent analytical and problem solving and troubleshooting abilities
- Strong written and verbal communication skills

Working Conditions:

- This job is performed in an industrial environment, and generally requires 75% standing, 25% walking. Frequent lifting, carrying, pushing, and/or pulling may be required from time to time.
- Regular exposure to dust, fumes and noise can be expected.
- Frequent bending, reaching, kneeling, are required

Hours of Work:

- 8 Hour Shifts on a two week rotating schedule

- (7:30 am – 3:30 pm) Day Shift
 - (3:30 pm – 11:30 pm) Afternoon Shift
 - (11:30 pm – 7:30 am) Overnight Shift
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- Schedule may vary to meet production requirement. Overtime will be a requirement in order to meet unforeseen scheduling and human resource concerns and to respond to equipment malfunctions.

I understand that this job description is not an employment agreement or contract, and that the Management of the Organization has the exclusive right to alter this job description in order to meet the needs of Programs delivered by the Organization.

Employee Signature

Date

Print Employee Name

Date

Supervisor Signature
