

BioThane Coated Webbing Corp

Job Title: Utility Operator - Extrusion
Department: Extrusion
Reports to: Steve Woods

Job Summary

Wind belt and put- up into rolls according to Work Order and Belt Specification requirements. Utility Operators will ensure we are producing the best quality belting in the world according to our specification and standards. They are pro-active with customers, both internal and external, as well as making a positive impact within the manufacturing process. The Utility Operator closely monitors parts in-process and final products before shipment to customers. Utility Operators assist in product line operation to ensure we maximize safety, productivity, uptime, and quality. This position has no direct supervisory duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A positive attitude, strong work ethic and adherence to Bio's Core Values are expected.

Core Values

1. Honesty.
2. Innovate.
3. Improve.

Essential Functions:

1. Review Weekly Production Schedule before each day.
2. Be prepared for the next run.
3. Be mindful of specific customer requirements and act accordingly.
4. Detect problems as they happen not after the fact.
5. Perform checks according to QC In-Process Inspection Procedure.
6. Properly identify rolls as specified with appropriate run and product information.
7. Pull butt rolls from stock and work into production runs.
8. Work with QA/QC Technicians on First Piece Approval.
9. Work with Operator to properly account for splices.
10. Inspect belt and record results at the appropriate intervals for each run according to the Work Order, Belt Specification & Inspection Record and the Packaging Section of the Winder Specification & Inspection Record. (Refer to Inspection Matrix, page 3)
 - a. Use calipers or other measuring devices to ensure that belt is within dimension spec.
 - b. Perform visual checks for surface defects, color variations, gloss, and check feel/ hand of product compared to Belt Standard.
 - c. Inspect roll to determine they are tight, flat and have consistent color matching on both sides.
 - d. Check roll-length.
 - e. Notify Extruder Operators, Extrusion Team Leader and/or QA/QC Technicians immediately regarding any defects or inconsistencies, so corrective action can be taken.
11. Correctly pack rolls in boxes. Ensure that correct box is used, that box is properly/neatly labeled, and that correct box/roll counts have been made.
12. Document required run information.
13. Prep for next day's production.
14. Make recommendations for improvements in the winding process.
15. Notify appropriate personnel regarding equipment problems or malfunctions.

16. Follow guidelines established for safety purposes.
 - a. Maintain 5S standards in work area and report safety issues.
17. Contribute to Extrusion goals for run rates, prime materials, and scrap loss.
18. Notify Extrusion Group Leaders, Supervisor, or Director if unable to perform duties due to time constraints, material requirements, lack of assistance from other personnel, or inability to clearly comprehend the task.
19. Maintain tooling, fixtures, small tools and measuring devices. Store properly at the end of each day.
20. Assist Extrusion Operator with product changeovers as indicated by SOP documentation.
21. Bring re-occurring problems impacting safety, productivity, uptime, or quality to the attention of your Group Leader, Supervisor, or Director.
22. Able to perform basic math calculations and some conversions.
23. Available to work overtime and/or on extended shift as required.
24. Ability to step into the Extruder Operator position when required after sufficient training.
25. Able to follow directions.
26. Able to work in a team environment.
27. Maintain a positive attitude.
28. Treat fellow employees with respect.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Physical Demands/Work Environment:

1. The job generally operates on the production floor in a manufacturing environment. This role routinely uses equipment such as label printers, computers, measuring/calibration devices, winding equipment, and banding equipment. The employee is occasionally exposed to a variety of extreme conditions. The noise level in the work environment and building can be loud.
2. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is constantly required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The lifting requirement for this position is \leq 50 lbs.
3. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Required Education and Experience:

1. High School graduation or its equivalent.

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