

## JOB DESCRIPTION

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**Position Title:** 2<sup>nd</sup> Shift Production Operator      **Location:** Indiana – BBI  
**Grade:** Machine Operator I      **Department:** Production  
**Reports To:** Production Supervisor      **Approved by:**  
**Date Created:** 9-24-21

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### GENERAL PURPOSE OF JOB:

The primary duty of this position is to operate the designated and assigned workstation. This includes but is not limited to, operating the machine, working with the department lead and Supervisor, and maintaining all processes and procedures so that a good quality product is leaving the department at all times.

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### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Must work safe, which includes all PPE at all times.
- Assist employees when needed with the day-to-day operations of the department.
- Hold and or attend safety meetings on daily basis.
- Hold themselves accountable to insure all the tasks are being met.
- Work closely with the department Supervisor so that machinery is being repaired when needed
- Report to the department Supervisor the condition and operations of the workstation.
- Abide by all company and federal polices
- Assist with the unloading of material from trucks when needed and handle all paperwork
- Inspect equipment services and repairs to make sure they are completed to your expectations
- Assist with training if needed and monitor department employees on all daily tasks
- Complete and maintain the 6s audit boards in every area - Weekly
- Complete and submit Area inspections – Daily
- Submit work order requests for all projects to ensure re-order for parts is placed
- Follow and maintain 6s organization in all areas worked

- Always look for ways to improve your area, process, and workflow
- Cross train for all departmental work stations
- Follow Lock Out Tag Out policy guidelines
- Be alert in minor mechanical problems and fix them before they become big ones

#### REQUIREMENTS:

- Must be a team player.
- Must be willing to work weekends and holidays as needed.
- Must be willing to work in hot, cold, dusty, wet and dry environments..
- Maintenance experience is a plus
- Must have good communication skills.
- Must have good judgement, color perception, is a self-starter and work without close supervision.
- Must be proficient in each job that is required to do.
- Must be able to read written instructions
- Must be able to listen and make visual inspection of equipment
- Must be able to hear startup and back up alarms
- Must be able to stand up to 14 hours a day.

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### **STRATEGIC FOCUS:**

By working with many other internal and external departments relationships that allow constant communication / feedback to foster continuous improvement can be developed and strengthened.

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### **EXTERNAL BOUNDARIES:**

This position may interact with many external organizations or function.

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### **COMMUNICATION SKILLS:**

The ability to read, write, and speak the English language clearly is a requirement to successfully accomplish the essential duties of this job. Spanish language and communication skills are an asset, but not a requirement.

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### **MATHEMATICAL SKILLS:**

Basic mathematical skills and abilities are a requirement to successfully accomplish the essential duties of this job.

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### **REASONING ABILITY:**

The ability to solve practical problems, deal with a variety of manufacturing variables and work under pressure are requirements to successfully accomplish the essential duties of this job.

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### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

You must be able to lift up to fifty pounds multiple times daily.  
You must be able to use a shovel daily.

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### **COMPENSATION PACKAGE DETAILS:**

Hourly Starting Pay: \$18.00 + \$1.80 Night Shift Differential = \$19.80 per hour  
Medical/Dental/Vision: Full Family Coverage for \$40.00 monthly  
401K Retirement Plan 6% match contribution  
Plus other incentives/bonuses and professional accommodations

