

Job Description

Paint Line Helper

Department: Paint Line

Reports To: Production Supervisor

SUMMARY

Ensures that the Paint Line is supplied and set up with the proper paints and equipment for production.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned at the Supervisor's discretion.

- Reviews current production schedule
- Identifies paints to be used for each production run (by code # and batch #)
- Assists Prime and Finish Coater Operators in setting up equipment for production
 - Ensures proper paint and equipment are at the Coaters
 - Pumps paint into cooling drums
 - Agitates paints
 - Checks viscosity of paints
 - If viscosity is out of spec., discusses with Operator
 - Adjusts viscosity as directed by the operator, if required
- Ensures correct solvents are available at the Coaters
- Ensures that the solvent buggies are adequately supplied
- Returns equipment to Paint Room after use
- Cleans equipment
- Disposes of hoses
- Takes samples of paint to lab as required
- Keeps Paint Room clean and tidy and cleans floor as required
- Puts waste solvent into drums
- Puts labels on waste solvent drums
- Puts waste solvent drums in outside rack
- Compacts garbage
- Puts garbage into drums and stores drums according to procedures
- Completes all required documentation

RESPONSIBILITIES AND AUTHORITIES SPECIFICALLY RELATED TO QUALITY AND SAFETY

- Must be aware of and work according to established safety standards
- Ensures that work area is kept neat, clean and free of hazards
- Must report any accident, however minor, to the Supervisor

TOOLS AND EQUIPMENT USED

To perform this job the Paint Line Helper must be able to safely and properly use the following tools and equipment:

- Lift trucks
- Hand cart (dolly)
- Various hand tools
- Utility knife
- Pneumatic and manual drum opener and sealer
- Broom
- Cleaning equipment

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills, and/or abilities required to enter the position.

EDUCATION and/or EXPERIENCE

High School graduation and some related experience; or an equivalent combination of education and experience

LANGUAGE/COMMUNICATION SKILLS

Ability to read and interpret documentation such as Work Orders, specifications, operating instructions and procedures manuals. Ability to write routine reports. Ability to effectively communicate verbally to other employees.

MATHEMATICAL SKILLS

Ability to perform accurate calculations using basic arithmetic concepts (addition, subtraction, division, multiplication), whole numbers, fractions and decimals.

REASONING ABILITY

Ability to apply understanding based on experience to carry out instructions given in written, oral, numeric or diagram form. Ability to resolve problems involving several concrete variable in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

The Paint Line Helper must be certified to operate any material handling equipment, such as lift trucks, that he uses.

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 the Paint Line Helper.

While performing the duties of this position, the employee is regularly required to lift, walk, reach with hands and arms, hear and talk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and extreme heat. The noise level in the work environment is usually loud.

DEVELOPMENTAL EXPECTATIONS

As technology evolves, and as Metal Koting adapts or modifies operating practices, employees will be required to upgrade their skills and knowledge to keep pace with those changes. The employee in this position will be expected to take advantage of training opportunities related to, but not restricted to, the following areas:

- Problem solving and decision making skills
- Quality control
- Material handling
- Paint line processes