

## POSITION DESCRIPTION

**DATE OF DESCRIPTION:** March 22, 2022

**TITLE OF POSITION:** Utility

**DEPARTMENT:** Production

**REPORTS TO:** Production Supervisor

**NUMBER OF EMPLOYEES SUPERVISED: DIRECTLY:** 0

**INDIRECTLY:** 0

**GRADE LEVEL:** V

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### BASIC PURPOSE OF POSITION:

To assist on all coating line set ups and those orders requiring additional people for material handling. Employee will also be trained in various coating line positions so that casual vacancies may be filled more readily.

To assist on all laminating orders. To assist on other orders which require additional people for material handling.

Works under direct supervision of the Crew Chief for which he/she is scheduled or assigned; is scheduled or assigned solely by the Production Supervisor or his/her designate.

May use miscellaneous tools to perform the individual jobs. See individual job descriptions.

### ESSENTIAL FUNCTIONS OF THE POSITION:

1. Will assist production line operations in functions deemed necessary by the supervisor, i.e., laminating, interleavers, coater clean up and set up, core cutting etc.
2. Will be cross trained in other operations positions when not performing a specific job assignment; will fill casual vacancies as necessary.

The intent of the above listing of "typical" duties is to define the job adequately and concisely for job evaluation purposes. It is not intended, however, to be a complete listing of all similar or incidental duties which employees will be expected to perform as a part of their normal work assignments.

**NON-ESSENTIAL FUNCTIONS:**

- 1. Responsible for housekeeping in work area assigned.
- 2. Actively participates in quality improvement process.

**ESSENTIAL REQUIREMENTS FOR THE POSITION:**

- 1. High School graduate or equivalent.
- 2. Must be able to perform a variety of job functions.
- 3. Coating line experience preferred.
- 4. Basic mechanical aptitude.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

- 1. Frequent bending, reaching and climbing.
- 2. Heavy physical effort (up to 75 pounds).
- 3. Frequent standing and walking.
- 4. Frequent lifting, carrying, pushing and pulling of various items.
- 5. May be exposed to wide variations in temperatures.
- 6. Frequent exposure to paint and solvent fumes.
- 7. Required to wear personal protective equipment.

**APPROVAL:**

**DIRECT SUPERVISOR:** \_\_\_\_\_

**NEXT LEVEL SUPERVISOR:** \_\_\_\_\_

**HUMAN RESOURCES:** \_\_\_\_\_

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