



Cement

PRODUCTION/SHIPPING OPERATOR

Date:	August 2014	Reporting to:	Mill Supervisor
Unit :	Cement	Job Rate:	\$26.22
Region:	Western BU	Location:	Seattle
Dept:	Operations	Travel Requirement:	n/a

OVERALL REFERENCE JOB PURPOSE

Work as part of a team to ensure the uninterrupted operation of the facility in order to maximize operational efficiency in an environment of continuous training and improvement; to provide material handling, utility, inspection and general labor in support of operations.

QUALIFICATIONS

Education & Experience: A High School diploma or GED plus a minimum of two years related cement experience as Production/ Shipping Operator, Control Tester, Relief Operator, Shift Repairman, or Process helper. Knowledge in control system operation; mobile equipment operation; cement manufacturing equipment; some mechanical/electrical skills; good communication skills. Ability to satisfactorily perform Job Requirements and Essential Functions.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Communicate effectively with fellow workers and supervisors, ability to write routine reports and correspondence.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited guidelines exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations:

- Valid Driver's License
- TWIC card
- Forklift license
- Mobile Equipment certification

KEY RESPONSIBILITIES AND ASSIGNMENTS

Nature and Scope

- Positive working attitude with customers, fellow employees and the public.
- Provide general labor services as needed in the plant as required.
- Store, stock and handle all material including but not limited to; fuel, slag, additives, and cement.
- Operate mobile equipment, cement loading, shipping, packer, reclaim and transfer equipment.
- Perform basic repairs to facilitate plant operation.



Cement

- Actively participate in continuous improvement initiatives to resolve daily production difficulties.
- Ensure that all field equipment is operating properly; identify and inform of any field problems.
- Perform inspections, troubleshooting and quality testing, and provide documentation and reporting as required or as directed by the Supervisor.
- Accurately complete ASTM physical test procedures for finished cement.

SPECIFIC ACCOUNTABILITIES

- Operate and troubleshoot Finish Mills
- Understand and be able to work with Control Rooms systems (i.e. LUCIE).
- Utilizing the EOne system to load trucks, receive product, maintain inventories, input manual bills of lading, processing credit re-bills and complete procurement requirements
- Creating and maintaining weekly and monthly reports as required
- Unloading bulk rail cars and loading bulk trucks
- Assist with Barges.
- Assist with Terminal EOne issues in a proficient manner, including
 - troubleshooting Inventory Compliance issues
 - troubleshooting EOne procurement issues
- Perform routine maintenance and inspections on mobile equipment.
- Perform inventory measurements and reporting as required.
- Perform immediate basic repair to facilitate plant operation.
- Perform necessary tasks to ensure good housekeeping for a safe and efficient operation.
- Assist other departments as needed.
- Work with little or no supervision.
- Write and/or contribute to daily reports and other routine reports about special projects or incidents.
- Fill out and follow up on work order requests and assist when necessary in locating and issuing store materials; raw material delivery and shipping.
- Troubleshoot potential concerns required to achieve and maintain maximum productivity. Report operational problems to Supervisor for action and / or participate in corrective actions if appropriate.
- Make preventative/proactive inspections, perform control test, lubricate equipment and document findings as determined by the Supervisor, Maintenance and continuous improvement groups.
- Perform immediate basic repair to facilitate plant operation. Assist in major repairs when necessary.
- Fill out and follow up on work order requests and assist when necessary in locating and issuing store materials; raw material delivery; and shipping.
- Gather and prepare samples and analyze results using X-ray, Blaine, Mesh Analyzers, etc.
- Identify, report and assist in resolution of safety and environmental concerns and work practices that may affect the Health & Safety of employees or other parties.
- Write and/or contribute to daily reports and other reports about special projects or incidents.
- Perform any and all other duties as may be assigned from time to time. Work any shifts, including weekends and paid holidays as schedules dictate.

The above job description has been designed to provide general guidelines for the identification of tasks, duties, and qualifications for the titled position and/or its successors. The description is not all inclusive of the duties that are performed by the incumbent and the incumbent may be assigned to duties other than those listed in this document as the work environment and essential functions of the job change.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.



Cement

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to +/- 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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, in the plant, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to high, precarious places; fumes or airborne particles; outside weather conditions; and extreme heat. The employee is occasionally exposed to wet and/or humid conditions, proximity to electrical equipment, and vibration. The noise level in the work environment is usually moderate but occasionally loud.

Do you understand the requirements of this job as outlined above and are you able to perform the essential functions of the job without physical accommodations?

Yes / No Name _____

Signature _____

GENERAL

1. Must abide by all Health and Safety Rules.
2. Responsible for thorough workmanship and high quality. Must meet or exceed the company standards of quality and production.
3. Maintain good working relationship with others, confidentiality being paramount.
4. Strive for continuous improvement in all aspects of the work environment; this includes active participation in company committees, project teams and relevant job training.
5. Commit to your self-development goals as discussed with your supervisor and attend all company sponsored training.
6. Employee will be required to sign a confidentiality agreement

DEPT. MANAGER: _____ DATE: _____

The above has been explained sufficiently.

EMPLOYEE SIGNATURE: _____ DATE: _____

Employee's Name: _____
(Please print)