



JOB DESCRIPTION

Job Title: Roto-Molding Machine Operator

Grade Level: 10-12

GEO Code: 1-3

Department: Operations

Reports To: Machine Lead

FLSA Status: Nonexempt/Hourly

Prepared Date: February, 2013

Summary: Engages in producing plastic, roto-molded plastic components by using our mould process and performing the following duties.

Essential Duties and Responsibilities: Including the following. Other duties may be assigned.

1. Fills moulding tooling with proper resin/dye and weight
2. Send arms in as soon as they are ready
3. Unload mould or tooling as required by machine time
4. Visually inspect each part for quality
5. Reject non-conforming parts as needed and places them in designated area.
6. Ensure proper maintenance of tooling at all times
7. Trim and deburr part and put in cart
8. Maintains part counts for inventory
9. Maintains cleanliness of work area
10. Follows all appropriate safety regulations
11. Recommends measures to improve production methods, equipment performance and quality of product
12. Suggests changes in working conditions and use of equipment to increase efficiency of shop, department or work crew
13. Maintains time and productions records
14. May be selected to perform duties based upon production demands

Supervisory Responsibilities: This job has no supervisory responsibilities

Competencies: To perform this job successfully, you must demonstrate the following competencies:

- **Adaptability/Flexibility-** Adapts to change, is open to new ideas, willingly takes on new responsibilities to adapt to changing work requirements, handles pressure, adjusts plans to meet changing needs.
- **Attendance/Punctuality-** Is consistently at work on time; Ensures work responsibilities are covered when absent; Arrives at meetings on time.
- **Dependability-** Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals, including commitment to mandatory overtime; Completes tasks on time or notifies appropriate manager with an alternative plan.
- **Initiative-** Volunteers readily, Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities;
- **Organizational Support-** Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- **Quality-** Follows GVL's Mission-Vision and Core Competency Statement. Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality. Adheres to GVL's Quality Policy.
- **Quantity-** Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security-** Observes safety and security procedures; Reports potentially unsafe conditions and situations; Uses equipment and material properly.
- **Teamwork-** Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Technical Skills-** Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

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 knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience: High school diploma or GED; or three to six months related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and comprehend simple instructions, short correspondence and memos in English. Ability to write simple correspondence.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems effectively.

Certificates, Licenses, Registrations: None Required

Other Skills and Abilities: Basic Windows Based Computer Skills

Other Qualifications: Valid Minnesota Driver's License.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Stand
- Walk
- Use hands to handle and feel; reach with hands and arms
- Climb or balance
- Stoop, kneel crouch, crawl
- Talk, hear and taste or smell
- The employee must regularly lift and/or move up to 80 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

EOE Statement:

GVL Polymers, Inc. is an Equal Opportunity Employer. Every employee has the right to work in an environment free from all forms of discrimination. We are, therefore, committed to a policy of equal employment opportunity. This policy reflects the organization's belief that providing equal opportunities for all employees is both a moral responsibility and good management practice.

We recruit, employ, retain, promote, discipline, terminate and otherwise treat all employees and job applicants based solely on qualifications, performance and competence. All employees and applicants will be treated without regard to age, sex, color, religion, race, national origin, citizenship, veteran status, current or future military status, sexual orientation, gender identification, marital or familial status, physical or mental disability, legal source of income or any other status protected by law.