

# Specialty Polymers JOB DESCRIPTION

JOB TITLE	PROCESS
REPORTS TO (title)	Supervisor
DEPARTMENT NAME	Production

**1. PRIMARY PURPOSE - Summarize the primary purpose and objective of the position (why the job exists).**

Sets-up, monitors and filters finished products.

**2. ESSENTIAL DUTIES AND RESPONSIBILITIES - Briefly describe each major job function (those essential to achieving primary purpose). Use specific active verbs that describe what the incumbent does (e.g., “composes,” or “types” letters, rather than “prepares”), and indicate why the function is performed (e.g., composes letters to respond to customer inquiries). In addition, please identify the approximate % of time spent annually in performing each function.**

1. Assists Reactor Operator at any Reactor location; helps in the addition or transfer of materials to a reactor or tank.
2. Has knowledge of how and when to pump out all batches; according to instructions.
3. Shakes, screens or bags all batches.
4. Has knowledge of and is able to perform all job duties of Load Back.
5. Takes inventory of shaker screens, canisters and bags.

**3. OTHER DUTIES AND RESPONSIBILITIES - Describe each marginal function (not essential to achieving the primary purpose) in the same manner as requested in Section 2 above.**

1. Cleans and maintains process area and equipment.
2. Performs other duties as assigned.

**4. MINIMUM QUALIFICATIONS AND EXPERIENCE - A. Describe the minimum skills, knowledge; education, certifications, etc., and related job experience (yrs./months ) that incumbent must have to perform the essential functions of the job acceptably.**

Typically requires a high school diploma. Excellent communication and written skills are required.

**5. PHYSICAL DEMAND - Use the following charts to, indicate the type, amount, and frequency of physical effort required to perform the essential functions of the job acceptably; including the work positions in which the effort is applied. Physical effort refers to manual effort and may include lifting, moving, pulling, pushing, carrying, manipulating, shoveling, etc.**

**A. The physical effort typically applied in this job includes (check all applicable boxes):**

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> Lifting  | <input checked="" type="checkbox"/> Pulling | <input checked="" type="checkbox"/> Reaching  | <input checked="" type="checkbox"/> Manipulating  |
| <input checked="" type="checkbox"/> Carrying | <input checked="" type="checkbox"/> Pushing | <input checked="" type="checkbox"/> Shoveling | <input checked="" type="checkbox"/> Keying/typing |
| <input type="checkbox"/> Other:              |   |   |   |

**B. Check the box that best reflects the amount of effort typically applied and the frequency of application (Note: Whereas the following chart refers to lifting, any equivalent effort may be substituted):**

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.				
Between 1 & 5 lbs.				
Between 5 & 25 lbs.				
Between 25 & 60 lbs.		X		
More than 60 lbs.				

**C. The effort reflected in the above chart is typically applied in the following work positions (check those applicable):**

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking	<input checked="" type="checkbox"/> Normal	<input checked="" type="checkbox"/> Comfortable
<input checked="" type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Bending	<input checked="" type="checkbox"/> Confined	<input checked="" type="checkbox"/> Challenging	<input checked="" type="checkbox"/> Uncomfortable
<input type="checkbox"/> Other (specify)				

**6. MENTAL OR VISUAL DEMAND - Check the statement below that best describes the degree of mental and/or visual fatigue sustained through the application of mind and eyes in performing the essential functions of the job (please edit statement as needed to fit job):**

- Occasional mental or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.
- Frequent mental or visual attention; the flow of work is either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved.
- Continuous mental and visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
- Concentrated mental and visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
- Intense and exacting mental and visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

**7. WORKING CONDITIONS - Use the following charts to indicate the presence, relative amount of, and continuity of exposure to disagreeable elements in the physical work surroundings.**

**A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area (check all applicable boxes):**

<input checked="" type="checkbox"/> Dust	<input checked="" type="checkbox"/> Dirt	<input checked="" type="checkbox"/> Heat	<input checked="" type="checkbox"/> Cold
<input checked="" type="checkbox"/> Fumes	<input checked="" type="checkbox"/> Noise	<input checked="" type="checkbox"/> Vibration	<input checked="" type="checkbox"/> Water
<input checked="" type="checkbox"/> Other (specify)			

**B. Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above (please edit statement as needed to fit this particular job):**

	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
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<b>X</b>	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
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	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
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	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
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	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.
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**8. ATTENDANCE - While all employees are expected to comply with company attendance standards, the nature of some positions may require different attendance standards in order to fulfill the essential functions of the job. Indicate below if compliance with the general company attendance standards is acceptable, or if different standards apply (please be specific):**

Compliance with general company standards is acceptable.

**9. FLSA STATUS - This section should be completed by the Human Resources Department. It identifies whether the position is eligible for overtime pay (Non-Exempt from the wage and hour law) or not eligible for overtime pay (Exempt from the wage and hour law).**

Non-Exempt

**10. SIGNATURES & DATES - The following signatures are required to confirm: the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and in compliance with legal considerations; and employee understanding of the job requirements. NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.**

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>	<i>Human Resources</i>	<i>Date:</i>
<i>Employee # 1</i>	<i>Date:</i>	<i>Employee # 2</i>	<i>Date:</i>	<i>Employee #3</i>	<i>Date:</i>