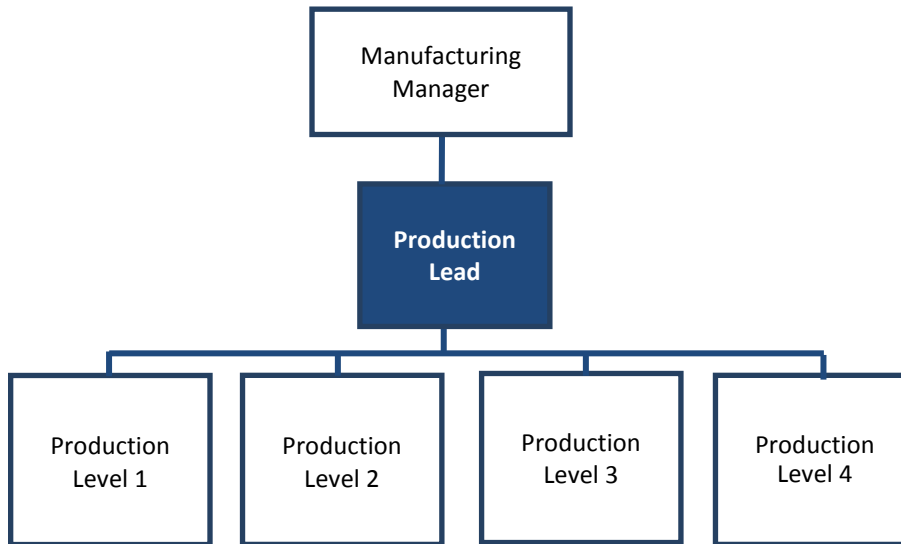


ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the completion and recording of tasks assigned.
- Reviews each cell board daily of previous production results or action items
- Queries inventory system for appropriate information of stock material or products.
- Ensures products are produced to all quality requirements.
- Works as a liaison between Production and Customer Service Department. Communicates by e-mail, phone, and fax.
- Provides daily staffing to employees in production group, based on skill levels and qualifications.
- Assures that all employees follow all safety rules and regulations, to include good housekeeping habits.
- Subject to any and all miscellaneous work related duties requested by the immediate supervisor.
- Responsible for security of company property. Ensure that all equipment is off and ensure all doors and gates are locked at end of shift.
- Immediately reports to Manufacturing Supervisor any problems occurred during the work shift with the following: Employees, Equipment, Security, Etc.
- Assists operators with machine set-ups, programming and adjustments to equipment and tooling when necessary to resolve quality, functioning or safety issues.
- Assists Manufacturing Manager with training all employees in Manufacturing Processes, Forklift, Overhead Crane, Etc.
- Responsible for and including follow up actions of audits from Factory Mutual, Underwriters Laboratory & IAPMO auditing for various manufactured products.
- Provides requests in SAP of machine repairs to Maintenance Department at Steelscape- Kalama facility

- Provides cross training information to employees & review progress and results with operators and trainees.
- Maintains stock levels of first aid kits in facility and office and purchase first aid supplies.
- Monitors proper storage of finished products and assign team members when necessary to keep organization.
- Coordinates onsite/In house roll-forming & curving operations for both operators and OSRs.
- Provides support and backup of scheduling positions in SAP to process production orders.
- Attends monthly Safety Meeting and complete action items from the meeting by deadlines
- Interviews potential candidates for operator positions.
- Communicates clearly with local contractors for repairs and maintenance of the facility.
- Manages Kaizen Events with teams on process improvements.
- Subject to any and all miscellaneous work related duties requested by immediate supervisor.

Manufacturing and Machine Operations

Manufacturing and Machine Operations

Ability to run and operations 100% of the following machines to a satisfactory level:

- Klip Rib® (KR)
- Cladding Miil 2 (CM2)
- BATTENS
- PURLINS
- Span-Lok™ / MultiLok-24® (SPLC/ML)
- Design Span HP® / Prestige Series™ (DS/PS12)
- SELECT SEAM/FLUSH PANEL
- SLITTER
- ON SITE ROLL FORMER
- Coil Area (Load & unload coil trucks, stock coils, deliveries of coils to mills and flat sheet line)

Shipping:

Ability to demonstrate 100% of the following skills to a satisfactory level

- Loads and unloads trucks
- Tracks POGI (Post Goods Issued)
- Pull parts/orders
- Cycle counts and inventory
- Identify issues with orders in a timely manner
- Demonstrates ability to spot defects or damaged product
- Routing
- Will calls
- Receiving of goods
- Returns
- Purchasing

Accessories Operations:

Ability to run and operate 100% of the following machines:

- Shear
- Folder
- Twin Bend Folder
- Press Break
- Bench-Work
- Flat Sheet Operations
- Pull Flat Sheet from Stock

Physical Demands

- The physical demands of this position are limited to those found in a normal warehouse/production environment.
- While performing the duties of this job, the employee is constantly required to stand, walk, lift, carry, use the hands to manipulate objects, bend, look and see.
- The employee is frequently required to push, pull, twist, turn, talk, hear, reach above the shoulder and/or outward, and drive power equipment.
- The employee is occasionally required to stoop, squat, type, kneel, and crouch.
- The employee must routinely lift up to 65 pounds.

Work Environment

- The work environment is constrained to a standard, unconditioned warehouse and production space and a non-controlled temperature outdoor area.
- While performing the duties of this position, the employee is occasionally exposed to falling objects, floor hazards, machine hazards, and hazards associated with driving a forklift.
- The noise level in the work environment is usually moderate to high.

Special Requirements

- This position may be required to work all shifts (day, swing and/or graveyard) periodically. Ability to work any shift and to change shift requirements to meet business needs is required.

KEY RELATIONSHIPS

- Critical to the success of this role is the ability to deliver outcomes through productive relationships with others. Important role relationships include:
 - Manufacturing Manager
 - Customer Service department
 - Manufacturing department peers



REQUIRED EXPERIENCE AND COMPETENCIES

Experience and Qualifications

- High School Diploma or equivalent GED preferred.
- 2 years of experience in job specifications for Mill Operator position and/or in a manufacturing environment.
- 1 years of experience operating a forklift required.
- 1 year of experience operating an overhead crane required.
- Experienced leadership skills to guide a group or individual toward task accomplishment.
- Requires knowledge of manufacturing processes, including staging loads in the yard, in order to maintain efficient work flow.
- Ability to use Microsoft Outlook, Word and Excel
- Ability to use pneumatic nails and staple guns and pneumatic and manual banding equipment in a safe manner (Crating).
- Ability to use saws (table, hand, miter, radial arm, circular and all related power saws).
- Ability to communicate effectively and work cooperatively with others.
- Ability to read measurements from tape measures, micrometers and protractors.
- Ability to calculate and convert measurements into decimals.
- Attention to detail and a high level of accuracy.
- Proficiency in the English language, with effective oral and written communication skills.
- Excellent organizational skills.
- Ability to analyze and solve problems effectively.
- Ability to effectively manage priorities and workflows.
- Possesses strong customer service orientation.
- Experience with off-loading production equipment, particularly long length material preferred.
- CPR/First Aid Certified preferred.

Our Safety Beliefs

Working safely is a condition of employment
Employee involvement is essential
Management is accountable for safety performance
All injuries can be prevented
Training employees to work safely is essential
All operating exposure can be safeguarded