

<p style="text-align: center;">Vitex Extrusion <i>Job Description</i></p>

Job Title: **Press Saw Helper**

Reports to: **Press Supervisor**

I. JOB PURPOSE

To safely rack extrusion and handle the movement of material to and from the saw area, to monitor and check the quality of extrusion according to ISO standards.

II. KEY ACCOUNTABILITIES/JOB FUNCTIONS

- Gain a basic understanding of the fundamental elements of safety and quality required to perform material handling functions
- Rack aluminum extrusions up to 50 pounds
- Visually inspect metal for defects
- Enter racked piece counts into Epics computer program system
- Other assignments as instructed by Press Foreman
- Depending on skill level, primary responsibilities may involve operation of finish saw and stretcher
- Coordinates flow of information through these extrusion functions using Epics system and initiate communication to supervision, press operators and maintenance relative to order completion and operational or equipment problems
- Performs quality assurance activities to ensure the acceptability of material processed through the work area
- Applies established ISO 9002 procedures accurately in support of the overall quality program
- Demonstrated ability to perform etch testing safely and efficiently
- Perform the above functions in a safe, efficient manner which maximizes productivity as measured by pounds per hour, recovery, downtime, complaints and NCR's
- Miscellaneous project and duties as assigned

III. JOB SCOPE

1. Job Complexity:
2. Supervisory Responsibility: None
3. Contacts/Interaction
 - Employee is required to interact with co-workers, foreman, supervisors and managers
 - Employee may occasional interaction with vendors and customers
4. Decision Making
 - Minimal

4/19/2019

IV. JOB QUALIFICATIONS

1. Educational Background (minimum level needed to perform) **and/or** Previous Work Experience (minimal level years and what kind)
 - High school diploma or equivalent.

2. Special Skills and Abilities (computer, language, interpersonal skills, etc.)
 - Must be a team player and able to work with others
 - Ability and willingness to learn
 - Ability to read and interpret blueprints and to understand measuring tolerances
 - Ability to adapt to change
 - Dress and appearance to conform with safety requirements
 - Must be self-motivated

3. Licenses Needed, Certifications, Special Training Courses
 - Successful completion of the Lock Out Tag Out and Hazardous Material Communication Training Programs per OSHA regulations

4. Cultural Requirement
 - Ability to function as a team player
 - Ability to accept personal accountability for successful job performance
 - Ability to initiate and offer suggestions aimed at improving service to our customers
 - Americans with Disabilities Act & Safety Requirements are available in Human Resources.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

I. PHYSICAL DEMANDS

1. Please identify how much on-the-job time is spent in the following physical activities by checking the appropriate boxes below:

Activity	Amount of Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 or more
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or Hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Muscular Strain	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, feel or handle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. Please identify how much weight this job requires the employee to lift and how often by checking the appropriate boxes below:

Weight Amount	Amount of Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 or more
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please identify the vision requirements of the job by checking the appropriate boxes below:

<input checked="" type="checkbox"/>	<i>Close Vision</i> (clear vision at 20 inches or less)
<input checked="" type="checkbox"/>	<i>Distance Vision</i> (clear vision at 20 feet or more)
<input type="checkbox"/>	<i>Color Vision</i> (ability to identify and distinguish colors)
<input checked="" type="checkbox"/>	<i>Peripheral Vision</i> (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
<input checked="" type="checkbox"/>	<i>Depth Perception</i> (3-dimensional vision, ability to judge distances and spatial relationships)
<input checked="" type="checkbox"/>	<i>Ability to Adjust Focus</i> (ability to adjust the eye to bring an object into sharp focus)
<input type="checkbox"/>	<i>No Special Vision Requirements</i>

4. Notes on specific job/safety duties that require the physical demands selected above.

4/19/2019

II. WORK ENVIRONMENT AND EXPOSURE

1. Please identify the amount of time an employee is exposed to the following environmental conditions by checking the appropriate boxes below:

<i>Environmental Condition</i>	Amount of Time Spent			
	<i>None</i>	<i>Up to 1/3</i>	<i>1/3 to 2/3</i>	<i>2/3 or more</i>
Wet, humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electric shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Please identify how much noise is typical for the work environment of this job by checking the appropriate boxes below:

<input type="checkbox"/>	<i>Very Quiet</i> (Examples: forest trail, isolation booth for hearing test)
<input type="checkbox"/>	<i>Quiet</i> (Examples: library, private office)
<input type="checkbox"/>	<i>Moderate Noise</i> (Examples: business office with typewriters and/or computer printers, cubicle, light traffic)
<input checked="" type="checkbox"/>	<i>Loud Noise</i> (Examples: metal can manufacturing department, large earth-moving equipment)
<input type="checkbox"/>	<i>Very Loud Noise</i> (Examples: jack hammer work)

3. Notes on specific job/safety duties that require are affected by the environmental conditions selected above.

- Personal protective equipment required per OSHA regulations