



LONG FALLS PAPERBOARD Job Description

Employee Name:	Job Code:
Job Title: Board Machine & Stock Prep Utility	FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Department Name: Paper Machine	Pay Rate:
Manager / Supervisor:	

Job Summary:

Work with the paper machine team to collect and bale materials, rewind rolls, and assist with the housekeeping of the paper machine area. Support 3rd Hand and 4th Hand with tasks such as housekeeping duties, broke handling, and operation of the winder. Assist Machine Tender directly with paper machine operations such as boil-outs and felt changes. Take direction from senior crew members, demonstrate a positive attitude, and assist with any additional tasks that supervisors in the paper machine area may need.

Department Scope of Service:

Persons in this position are responsible for supporting the paper machine. The paper machine operates 24 hours/day, 5 or more days/week, and currently has 2 shifts: 7AM-7PM and 7PM-7AM. Shifts will change as staffing allows. This is a full-time position.

Qualifications:

Education	High school diploma or equivalent (G.E.D.)
Experience	Some manufacturing experience is preferred
Licensure/Certification	Acquisition of mobile equipment certification will be required during the probation period
Physical & Mental Efforts	Applicants should be able to lift 50lbs and have basic mathematical and reading skills
Environment & Working Conditions	Requires ability to maintain high levels of physical activity in a warm, humid environment. Employees will also be required to wear the proper safety gear at all times.

UNIVERSAL COMPETENCIES:

General Expectation: Contributes to the management and efficient operation of the department in accordance with departmental and company policies and standards. Includes arriving on time for every scheduled shift.
Interpersonal Communications / Critical Thinking: Communicates appropriate information with others according to established procedures so that day-to-day operations are effectively conducted. Includes positive and respectful interactions with coworkers, management, vendors, customers, and contractors.
Service Excellence: Exhibits service excellence in all internal and external relations with coworkers, management, vendors, customers, and contractors.
Safety: Personally demonstrates knowledge of safety-related work behaviors to ensure safe job performance and the maintenance of a safe work environment as observed by peers and supervisors. Includes successful completion of orientation and mandatory education requirements.
Universal Precautions: Consistently demonstrates proper lifting techniques and obtains assistance from others to safely engage in team lifts as needed in accordance with the departmental policy. Demonstrates proper use of lifting equipment where appropriate.

Role:

The Board Machine Utility is responsible for performing all tasks associated with supporting manufacturing operations on the paper machine. Responsibilities include baling and hauling broke, forklift operation, general housekeeping, boil-out and felt-change assistance, and ensuring product quality.

Responsibilities and Expectations:

- Pulling and hauling broke
- Threading the rewinder, creating splices, plugging and strapping rolls, and properly handling core shafts
- Cutting tails in calendar stacks
- Moving rolls to the shipping area
- Baling broke
- Assisting with boil-outs and felt changes
- Safely and properly removing and labeling hazardous waste
- General housekeeping, including sweeping, wiping, painting, pigs and pads changes, and eliminating slip hazards
- Conduct self in a safe manner, following proper work procedures and wearing appropriate PPE

Competencies:

- Ability to work safely in a fast-paced environment
- Ability to progress and advance to other roles associated with the paper machine
- Ability to work as part of a team and support coworkers
- Ability to safely operate: forklift, clamp truck, manlift, and powered pallet jack
- Ability to work calmly under pressure
- Demonstrates high standards for cleanliness
- Ability to treat others with respect

Qualifications and Educational Requirements:

- High school diploma or equivalent (G.E.D.)
- Basic mathematical skills, including fractions
- Reading, writing, and spelling skills
- Ability to learn to use computers
- Be able to perform all physical requirements of the job and work in a safe manner
- Ability to understand and follow job/operating procedures
- Ability to keep neat and accurate records and follow written and verbal instructions
- Ability to fully understand the quality requirements of technical material products and his/her role in ensuring quality