

07/07-W

## ENVISION POSITION DESCRIPTION

**JOB TITLE:** Manufacturing Area Floater/ Quality Associate

**STATUS:** Qualified/Full-Time/Hourly/Direct

**SUPERVISOR:** Plant Manager

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**JOB FUNCTION:**

Knowledge to operate and adjust all equipment to maintain a quality finished product to meet all specifications. Package and palletize product.

**ESSENTIAL FUNCTIONS:**

- \* Responsible for your own safety performance and maintaining a concern for others through good safety attitude.
- \* Responsible for maintaining Quality Standards.
- \* Responsible for maintaining production and scrap standards.
- \* Possess a good work attitude and a willingness to carry out instructions, and other duties as required, while working with all Envision employees as a team.
- \* Communicate with other personnel concerning operation, safety and overall performance of equipment and process.
- \* Must actively participate in Envision Safety Programs.
- \* Must maintain Envision Attendance Standard.
- \* Responsible for housekeeping in immediate work area.
- \* Must be able to stand for 2 hours at a time without the opportunity to sit down.
- \* Ability to bend frequently while lifting.
- \* Perform tasks that require frequent bending and twisting.
- \* May train new employees, provide technical guidance.
- \* Makes necessary adjustments and/or minor repairs to equipment

- \* Makes change-over, assuring that proper changes are made in equipment, supplies and product, with minimum downtime and minimum scrap during the process.
- \* Calculates required numbers and completes all production reports and operators checklist.
- \* Work from instructions and precise production and quality specification sheets in the routine operation of all equipment
- \* Properly label and package finished products for storage in the warehouse.

### **REQUIREMENTS:**

- \* Good communication skills.
- \* Knowledge of procedures required to perform each job in the department.
- \* Manual and finger dexterity.
- \* Must be able to comprehend and follow instructions.
- \* Mathematical skill to perform basic calculations.
- \* Skill in using a ruler, tape measure and other measuring devices.
- \* Steel toes shoes required.

### **MARGINAL FUNCTIONS:**

- \* Perform any other duties required by all departments as needed.

**Note:Post-employment physical required.**

**This job summary does not imply that these are the only duties to be performed. Other tasks may be required for the effective operation of the department.**