

THE ULTRA-MET COMPANY

JOB DESCRIPTION

The purpose of this document is to accurately describe the essential functions, job entry requirements and major job demands of the position. There may be additional criteria desired, but not required, which may enhance job performance and influence selection among minimally qualified candidates.

I. GENERAL INFORMATION

Job Title: Furnace Operator

Department: Furnace

Reports to: Furnace Supervisor

Pay Class/Grade: Furnace Operator Hourly Exempt Non-Exempt

Does this position have supervisory responsibility: Yes No

Number of Positions Supervised: none

Type of position supervised (list titles): N/A

II. JOB SUMMARY

Duties and Responsibilities (Job Scope)

To setup, operate and monitor furnaces to meet production and quality standards.

To understand the sintering process and perform programming on the furnaces. To accept a high level of responsibility for the substantial product value.

To provide coverage until relief arrives for the continuous 24-hour operation of the furnaces.

To work directly with the metallurgical lab on packing instructions and load temperatures.

To prepare furnace loads using proper packing techniques and avoiding damage to fragile parts.

To prepare furnace plates ensuring that scraping and painting are performed properly. To distribute painted plates to the press department. To gather plate stools and sort by size.

To ensure that all parts including test pieces are placed into the proper temperature furnace load.

To troubleshoot and correct furnace problems.

To complete assigned jobs and produce quality parts.

To prepare necessary paperwork and documentation.

To operate all department equipment in a safe manner.

To maintain all department equipment in a clean and reliable condition.

To work with the other department employees to maintain a safe and clean environment.

To perform miscellaneous duties as assigned.

Job Functions (as a percentage of time)	% Of Time
1. Loading and unloading furnaces. Monitoring furnace parameters to required specifications and quality standards.	40
2. Preparing furnace plates and stools to ensure a sufficient supply is available for the press department.	30
3. Gathering parts to assemble furnace loads.	20
4. Preparing necessary paperwork and documentation.	5
5. Other departmental or non-departmental assigned duties.	5

III. QUALIFICATIONS

Education
<p>Technical (required): High School degree or equivalent.</p> <p>College (preferred): Two-year Industrial Technology degree or equivalent training.</p> <p>Certification/License: none</p> <p>Type of Driver's License Required</p> <p><input checked="" type="checkbox"/> Driver's License <input type="checkbox"/> Commercial Driver's License</p>

Knowledge, Skills and Abilities (preferred)
<p>Equipment: To setup, operate and maintain department furnaces.</p> <p>Quality: To control process variables to ensure that parts meet specifications.</p> <p>Language: To read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. To write routine reports.</p> <p>Mathematical: To calculate values such as proportions, percentages, and volume. To apply concepts of basic shop math.</p> <p>Reasoning: To solve practical problems and interpret a variety of instructions furnished in written, oral, diagram or schedule form.</p> <p>Computer: To use a computer for data entry into time-keeping and manufacturing software. To enter furnace programs into the furnace computer.</p> <p>Other: To accept personal responsibility and be a highly motivated team player in a detail orientated environment. To exhibit strong problem solving skills.</p>

IV. REQUIRED COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

V. MAJOR JOB DEMANDS

Major activities required for a typical workday for the position. For each item, the extent to which that activity is required: **occasionally, frequently, continuously, or not applicable (N/A) is identified.**

Typical Work Day

PHYSICAL TASKS	N/A	OCC. 0-33%	FREQ. 34-66%	CONT. 67-100%	AUDIO VISUAL NEEDS	N/A	OCC. 0-33%	FREQ. 34-66%	CONT. 67-100%
Standing			X		Hearing			X	
Walking			X		Near Vision		X		
Sitting		X			Far Vision			X	
Driving	X				Peripheral Vision			X	
Car	X				Color Discrim.		X		
Van	X				Depth Perception		X		
Tow Motor/Fork Lift		X							
Climbing		X			EXPOSURES TO:				
Bending		X			Cold	X			
Crouching		X			Heat		X		
Pushing –Pulling		X			Dampness	X			
Carrying		X			Heights		X		
Reaching above head		X			Vibration	X			
Lifting-Lowering					Skin Irritants		X		
1-15 lbs			X		Lung Irritants				
15-30 lbs			X		Dust		X		
30 lbs. +		X			Fumes/gases		X		

APPLICANT:

The purpose of this document is to describe the job requirements to applicants. Declaration that you can perform the job does not mean that an offer of employment will or will not be made. If an employment offer has already been extended, declaration that you can perform the job does not mean that such offer will or will not be rescinded. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ultra-Met reserves the right to hire the applicant who is most qualified and best matched for the job. All employment decisions are made without regard to race, color, religion, national origin, sex, age, disability or veteran status. **Please review and sign below. This form will be attached to your application form.**

I understand the job requirements as described to me verbally and in writing.

- I can perform all duties as described without an accommodation.
- I can perform the duties with the following accommodations. (Please submit a written description)
- I cannot perform all duties as described with or without an accommodation.

Name: _____
(Please Print)

Signature: _____

Date: _____

NOTE: This description is not an exhaustive list of all job functions, duties, skills and job standards required. Other job functions, duties, skills and standards may be added. Management reserves the right to add or change the job requirements at any time.