



## Quality Aluminum Products Job Description

**Job Title:** Slitter Operator

**Department:** Production

**Reports To:** Production Supervisor

**FLSA Status:** Non-Exempt

**Summary:** The slitter operator is responsible for cutting high quality coils to meet daily production schedules. Use of proper tools provided to measure parts to meet production book specifications. Position leads slitter team.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Change tooling and knives based on product width to meet production demands/daily goals.
- Minimize scrap by calculating product optimization output by raw material weight.
- Sets blades and spacers to width following the written work orders.
- Focus on producing high quality consistent with QAP quality standards.
- High level of understanding of material codes and production reports (metal codes/colors/labeling/etc.). Understands metrics and schedules.
- Measures product dimensions to determine accuracy of machine operation.
- Performs minor machine maintenance such as oiling machines.
- Tracks materials using Syspro software.
- Direct team and hilo driver in slitter area.
- Provides suggestions for improvement in processes.
- Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Ability to maintain regular attendance at QAP facility.
- Any other job assigned as assigned by management.

### Competencies

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



### Customer Focus

Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

### Integrity and Trust

Is widely trusted; is seen as direct, truthful individual, can present the unvarnished truth in an appropriate and helpful manner; keeps confidence; admits mistakes; doesn't misrepresent himself/herself for personal gain.

### Time Management

Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.

### Drive for Results

Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

### Functional/Technical Skills

Possesses the fictional and technical knowledge as well as skills to do the job at a high level of accomplishment

### Listening

Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.

### Composure

Can stay cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.

### Fairness to Direct Reports

Treats direct reports equitably; acts fairly; has candid discussions; doesn't have agenda; doesn't give preferential treatment.



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### **Education and/or Experience**

Trade School or High school diploma; and/or 3 year to 5 years of experience as machine operator or equivalent combination of education and experience.

### **Language/Reasoning Ability/Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, or decimals. Ability to read, write and speak basic English and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to fill out production reports and follow production schedules.

### **Certificates, Licenses, Registrations**

May be asked to have a Forklift License. Ability to be certified as a crane operator, forklift and power lock out procedures mastered.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. You must notify the company if such accommodations are needed. While performing the duties of this job, the employee is regularly required to stand and walk for most of the 8 to 10 hour shift. Must have the ability use hands to handle, lift, grab, pull or feel; reach with hands and arms. The employee is occasionally required to stoop, kneel, and crouch. The employee must regularly lift and /or move up to 35 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to moving forklifts and pallets. The employee is occasionally exposed to hot or cold conditions. The noise level in the work environment is high and requires the use of hearing protections. We also require steel toed shoes and protective eyewear at all times in the plant.



I understand as written, and I agree to the terms and conditions of this job description. I understand that this job description as well as the employee handbook sets forth the terms and conditions of my employment. I further understand that any violation of the rules or deficiencies in performance may lead to disciplinary action, up to and including discharge. Nothing in this job description is intended to, or shall modify, or alter Quality Aluminum's "AT WILL" employment policy. I also understand that Quality Aluminum may alter this job description or add any duties as necessary.

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Employee Signature

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Date

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Supervisor Signature

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Date