

Bullseye Glass Co.
Job Description

Department: Quality Control

Position: **Tekta EOL**

Lines of Responsibility

Reports to: Lead, Quality Control Supervisor

Supervises: N/A

Essential Job Functions

Communicate with production.

Organization, trimming, grading and re-grading of all styles of Tekta sheet glass.

Grade Tekta Sheets through the polarized light box.

Mark inclusions or imperfections in the glass. Trim Tekta Sheets to required dimensions.

Stock sheet glass into bins.

Pack sheet glass into crates.

Perform sheet glass for the Tekta area.

Be able to perform specialized cutting for custom orders.

Label and stock all cut-downs from the Tekta breakage area.

Explain job duties and train other employees in all sub-departments in the warehouse.

Accurate labeling of sheet glass.

Accurate entry in the QC database of grading results, fuse report, and cut down report.

Maintain and add to sample range for cut down samples.

Other Job Functions

Complete understanding of kiln operation.

Complete understanding of T-glass, Base-glass and O-glass.

Preventative maintenance of EOL equipment.

Build crates for glass to be packed in.

Band cases together after packing.

Apply the proper labels for the outside of the crates for easy recognition.

Reorganize glass in bins.

Using a forklift to stack packed cases in an orderly fashion as needed.

Fill propane tank on forklift as needed.

General QC maintenance.

Receive and stock supplies.

General clean-up of QC work area.

Assist QC lead and crew as needed.

Requisites (Education, Training, Experience, Skills)

Good color perceptions, legible handwriting.

Basic Computer skills.

Team player.
Good communication skills.

Training Period

6 Months

Physical requirements / Use of Senses

Standing/walking: Frequently. To move throughout the plant areas.

Lifting/carrying: Frequently. To lift trimmed sheet glass to cart and for grading, to pull sheet glass from bin area, to stock sheet glass into bin area, to pack sheet glass into crates, to build crates and band packed crates. Typical weight between 8 and 40 lbs.

Handling/grasping: Frequently. To pull sheet glass from bin area, to stock sheet glass into bin area, to pack sheet glass into crates, to build crates and band filled crates. Grasping glass cutter handle. Move sheets on cutting table. Typically 40 lbs.

Speaking/hearing: Frequently. To speak with employees and supervisors and follow verbal instructions.

Finger dexterity: Frequently. To pull sheet glass from bin area, to stock sheet glass into bin area, to pack sheet glass into crates, to build crates and band filled crates. Grading sheets. Keyboard functions.

Near vision: Frequently. To grade glass on light box, to stock sheet glass into bin area, to pull sheet glass from bin area to build crates, to pack sheet glass into crates and band packed crates. To make color calls. Working with computer.

Far vision: Frequently. For maneuvering about the plant.

Mental requirements / Attributes

Interaction with others: Frequently. Communicates with co-workers, supervisors, and employees.

Time/deadline/shift/overtime requirement: Frequently. Job requires considerable coordination with other employees and supervisor.

Attention to detail: Frequently. Accuracy is critical for almost all phases of the job.

Critical judgment: Frequently. May need to identify problems or assess situations quickly and be able to determine needed action.

Positive attitude: Continually. Essential while working in an environment with time stressors and working closely with co-workers.

Operation of Equipment / Tools

Bander: Infrequently To band packed crates together for shipment.

Cart: Frequently. To stack pulled glass on prior to packing.

Forklift: Occasionally. To move packed crates of glass and load for shipment.

Staple Gun: Frequently. To build wooden crates for packing glass.

Writing instruments: Frequently. To prepare necessary documentation.

Saw: Occasionally. To cut lumber to specific sizes.