

Bullseye Glass Co.

Job Description

Department: Production

Position: **Rod & Stringer Line**

Lines of Responsibility

Reports to: Plant Manager

Supervises: N/A

Essential Job Functions

Oversee glass rod and stringer drawing operations

Perform quality control functions

Replace crucibles and perform repairs to the kiln

Perform documentation of quality, yields, and inventories

Package rod into 10 lb boxes; stringer into individual tubes

Other Job Functions

Housekeeping

Program controller

Data entry

Requisites (Education, Training, Experience, Skills)

High school diploma or equivalency or six months glass working experience

Entry level position; requires no training or experience

Must be a good listener and have the ability to follow verbal and written instructions

Ability to work with minimal supervision

Good organizational skills

Good handwriting skills

Ability to work well independently and in a small team

Mechanical aptitude to trouble shoot equipment issues

Basic computer keyboarding skills for data entry

Good attention to detail

Good with numbers/basic math

Experience working with micrometers helpful

Good eye for color

Training Period

Six months.

Physical requirements / Use of Senses

Standing/walking: Frequently. To move throughout the plant areas. Stand at grading station.

Lifting/carrying: Frequently. To move rod boxes (weighing approximately 30 pounds) to storage rack area, Handling/grasping: Frequently. To perform quality checks on the glass rod, load glass into kiln.

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

Finger dexterity: Frequently. To measure diameter of rods and stringer using a micrometer, and document

Near vision: Frequently. To quality check rod and stringer

Far vision: Frequently. For maneuvering about the plant.

Mental requirements / Attributes

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

Time/deadline/shift/overtime requirement: Frequently. Job requires limited coordination with other employees and supervisor. Shift dictated by glass schedule.

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.

Operation of Equipment / Tools

Barrel Dolly: Occasionally. To move barrels of waste material to glass dumpsters.

Broom: Frequently. To maintain a clean work area.

Forklift: Optional. To replace crucibles

Measuring Utensils: Frequently. To measure rod specifications