

Bullseye Glass Co.

Job Description

Department: **Production**

Position: **Lead Melter**

Lines of Responsibility

Reports to: Melting Supervisor, Hot End Floor Manager

Supervises: (Leads the melting crew)

Schedule: Sunday – Thursday. Sunday & Monday - 2:00 pm-10:30 pm, Tuesday – Thursday 8:00 pm – 4:30 am

Essential Job Functions

Perform Melter 2 duties (See Melter 1 & 2 job descriptions)

Re-check scheduled tasks – look for procedural correctness and timeliness

Forecast problematic styles

Help with interviewing

Help with discipline up to and including termination

Help with employee reviews

Help to train and mentor new and experienced melters

Provide clear communication: (share comments, ideas, suggestions and expectations)

Other Job Functions

Approve vacation request forms

Help with the schedule

Fill in when short-handed

General clean up of work area.

Attend production meeting once a week

Requisites (Education, Training, Experience, Skills)

High school diploma or equivalency or six months glass working experience.

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

Prior lead or supervisory experience helpful

Good communication skills

Knowledge of Word and Excel helpful

Training Period

Six months.

Physical requirements / Use of Senses

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

Lifting/carrying: Frequently. To move raw material barrels to staging area, to shovel raw materials into furnaces, to remove furnace doors.

Handling/grasping: Frequently. To move raw material barrels to staging area, to shovel raw materials into furnaces, to remove furnace doors.
Pushing/pulling: To maneuver screw charger, and scraping wagon.
Speaking/hearing: Frequently. To speak with employees and supervisors and follow verbal instructions.
Finger dexterity: Frequently. To stir, bubble and potato raw material mixture in pots.
Near vision: Frequently. To read Melt Tickets for instructions, to document melting procedures.
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 in the rotation of job duties assigned on each shift.
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

Barrel Dolly: Frequently. To move the barrels of raw material from the staging area to the furnaces.
Bubble Rod: Frequently. To bubble the glass per Melt Ticket instructions.
Charging Pan: Frequently. To catch remains of raw material mixture loaded into furnace.
Potato Rod: Frequently. To potato various styles of glass in the pots.
Scraping Shovel: Frequently. To remove the heel of the glass from the pot.
Stir Rod: Frequently. To stir melting glass in pots.
Screw charger: To mechanically charge raw material.