

Bullseye Glass Co.

Job Description

Department: Production

Position: **Rod Line**

Lines of Responsibility

Reports to: Production Shift Supervisor; Floor Manager, Plant Manager

Supervises: N/A

Essential Job Functions

Oversee glass rod drawing operations

Charge rod pot

Perform quality control functions on Bullseye and DW rod.

Replace crucibles and perform repairs to the kiln

Perform documentation of quality, yields, and inventories

Package rod into 10 lb boxes

Other Job Functions

Housekeeping

Program controller

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.

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, load molten glass into kiln(weighing approximately 50 lbs.).

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 using a micrometer, and document incoming rods from Lancaster Glass.

Near vision: Frequently. To read Bill of Lading documents and to document quality reports.

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: Rarely. To replace crucibles

Measuring Utensils: Frequently. To measure rod specifications