

Bullseye Glass Co.
Job Description

Department: Production

Position: Melter

Lines of Responsibility

Reports to: Melting Supervisor, Floor Manager, Plant Manager

Directs: N/A

Essential Job Functions

Shovel or screwcharge raw material batches from staging barrels into designated furnaces with a minimal amount of dust and batch falling onto the floor.

Stir, bubble and potato each pot of melting glass as instructed on melt tickets.

Ladle the heel of the glass from each pot after the casting process is complete.

Cast "Test Patties" per Melt Planner instructions.

Ensure all procedures performed during the melt cycle are accurately documented.

Monitor furnace temperatures.

Perform "Wash melts" and "Glaze melts".

Maintain Combustion Air Pressure log and repair monitor problems.

Set Damper and Controls and have the ability to repair minor problems.

Must have the knowledge and ability to perform routine preventative maintenance on furnaces.

Must have the knowledge and ability to bring up the "Ardivark".

Must have the knowledge and ability to operate the Lehr.

Must cast "test paddies"

Must have a working understanding of the process of glass melting.

Perform routine maintenance on tools.

Other Job Functions

Understand the variables of temperature, furnace pressure and atmosphere.

General clean up of factory work area.

Requisites (Education, Training, Experience, Skills)

High School diploma or equivalent

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

Ability to work independently and also in a team environment.

Must be able to multi-task.

Training Period

One year.

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 (weighing approximately an average of anywhere between 180 - 400 pounds) using a barrel cart, to remove furnace doors, to shovel raw materials into furnaces

Pushing/pulling: To maneuver screw charger (1500 lbs on wheels), and scraping wagon.

Handling/grasping: Frequently. To move raw material barrels to staging area (weighing approximately an average of anywhere between 180 - 400 pounds) using a barrel cart, to shovel raw materials into furnaces, to remove furnace doors.

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 and supervisors.

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.

Optical Pyrometer: Frequently.

Screwcharger: To mechanically charge raw materials.