



Job Title: Slitter Operator  
Employment Type: Full-Time  
FLSA Status: Hourly Non-Exempt  
FLSA Classification: Choose an item.  
Reports To: Production Manager/Supervisor  
Last Revised: 6/14/2019

## **POSITION TITLE:**

Slitter Operator

## **POSITION SUMMARY:**

The Slitter Operator is responsible for operating machine to edit non-conforming material and/or to slit continuous lengths of material such as cardboard, felt, metallic foil, paper, plastic, rubberized sheeting, or textile fabrics into strips of specified width by performing the following job functions.

## **ESSENTIAL JOB FUNCTIONS:**

- Mounts roll of material on machine supports and threads material over tension bar, and between feed rollers.
- Tapes material onto cores.
- Starts machine and observes flow of material through machine to detect irregular winding.
- Moves levers to stop, start, and regulate speed of machine and to align material.
- Sets anvils and blades; cuts cores and spacers.
- Checks cuts for correct size and ensure edges of cuts are smooth. If edges are rough make necessary adjustments to knife blades.
- Watches material to ensure patterns stay in spec.
- Disengages winding shaft and removes rolls of material.
- Check materials pre, in process and post production using calipers and rulers.
- Maintain neat and accurate machine reports.
- Accurately pick raw material, return raw material, enter labor tracking and complete rolls into the ERP system.
- Accurately label rolls for shipment, inventory or next process in line.
- Operates slitter at maximum speed while slitting materials for maximum performance while maintaining quality.
- Other duties may be assigned.

## **QUALIFICATIONS:**

- Required:
  - High school diploma or general education degree (GED) required.
  - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
  - Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.
  - Quality - Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.
  - Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.
  - Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

- Attendance/Punctuality - Is consistently at work and on time.
- Preferred:
  - Basic knowledge of bar coding software, label printing software and the ability to enter data via keyboarding and/or by using scanning guns.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is required to stand; walk; sit; squat; kneel and reach with hands and arms. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee regularly works with moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

**OTHER:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**ACKNOWLEDGEMENT:**

I understand that I may be called upon to perform additional duties if the work is similar, related, or a logical assignment to the position. I have read and understand this job description, and I agree to perform such duties to the best of my ability.

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Slitter Operator

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Supervisor

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Date

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Date