



Job Title: Emulsion Coater Operator
Employment Type: Full-Time
FLSA Status: Hourly Non-Exempt
FLSA Classification: Choose an item.
Reports To: Plant Manager/Shift Supervisor
Last Revised: 1/25/2019

POSITION TITLE:

Coater Operator

POSITION SUMMARY:

The Emulsion Coater Operator is responsible for operating an emulsion acrylic adhesive coating machine to coat coils of paper, film, or foil with pressure sensitive adhesive by performing the duties listed below.

ESSENTIAL JOB FUNCTIONS:

- Set-up coater for each operation.
- Places rolls of face paper and backing substrate on shafts and positions correctly on machine.
- Turns control dials of machines to regulate speed of substrates, temperature of drying ovens, and flow of adhesive.
- Operate coater at maximum speed for each product.
- Check pre-production (set-up) samples for correct pattern materials, web dimensions, etc.
- Provide test samples, as required, to Quality Assurance.
- Check materials pre, in process and post production using calipers and rulers.
- Halt production if found to be running out of specification.
- 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.
- Maintain accurate, neat machine reports.
- Report material problems to Supervisor and Quality Assurance.
- Recommend improvements to process and equipment.
- Maintain improvements to process and equipment.
- Resolve minor problems with equipment and process.
- Report major problems to Supervisor and assist in resolving.
- Must be able to operate forklift and clamp truck.
- Must be able to work with little supervision.
- Responsible for startup and shut down of machine.
- Maintain neat, orderly work area.
- Other duties may be assigned.

QUALIFICATIONS:

- Required:
 - High school diploma or general education degree (GED)
 - Mechanical aptitude and prior machine operator experience
 - 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;

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Created 11/30/2018

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:
 - Background in Math/Mechanics

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.

Emulsion Coater Operator

Supervisor

Date

Date