



## **CHAMPION CONTAINER CORPORATION** **JOB DESCRIPTION**

**Job Title: Assistant Operator**  
**Reports to: Plant Supervisor**  
**FSLA status: Non-Exempt**  
**Department: Production**

**Description Summary:** Assists lead machine operator in activities associated with running the machines including setup, operation, cleanup, and recommending improvements to operations.

**Essential Duties and Responsibilities include the following. Other duties may be assigned by management.**

Set-up rails, print and die cut sections on machine in accordance with proper setup techniques.

Ensure all bolts on cutting dies are in place and tightly secured.

Maximize the utilization of equipment by operating the machinery at available capacity and speed.

Turn in maintenance work orders to supervision for needed repairs. Be proactive in the maintenance of equipment.

Adheres to production schedule. Makes recommendations for optimizing the schedule to meet cost, quality and service goals. Reports any unusual scheduling issues to Supervisor.

Operate machinery used in the production process, or assist other machine operators as needed.

Examine products to verify conformance to quality standards.

Assist and switch duties with Stacker and Bundlers as necessary.

Observe equipment operations so that malfunctions can be detected, and notify operators of any malfunctions.

Remove products, machine attachments, or waste material from machines. Fold products and product parts during processing.

Turn valves to regulate flow of liquids or air, to reverse machines, to start pumps, or to regulate equipment.

Read gauges or charts, and record data obtained.

Fold products and product parts during processing.

Comply with all company policies and procedures, including safety and maintaining good housekeeping.

Adheres to production schedule. Makes recommendations for optimizing the schedule to meet cost, quality and service goals. Reports any unusual scheduling issues to Supervisor.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Essential skills and experience:**

The individual must have a working knowledge of the following:

Equipment design and capabilities that can be translated into efficient operation.

Product layouts and production specifications

Product quality specifications

Quality standards

**Education and Experience:**

Candidates are **PREFERRED** who offer: Prior work experience in the corrugated industry.

**Language Skills:**

Ability to carry out instructions furnished in written, oral, or graphic form. Ability to deal with problems involving one or more concrete variables in standardized situations.

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Talking to others to convey information effectively. Understanding written sentences and paragraphs in work related documents.

**Math Ability:** Able to read a tape measure with speed and accuracy. Able to calculate figures and amounts such as percentages, measurement, volume and rate. Able to apply concepts of high school math.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or graphic form. Ability to deal with problems involving one or more concrete variables in standardized situations.

**Supervisory Responsibility:** This position has no supervisory responsibilities.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**PHYSICAL REQUIREMENTS:**

1. In an eight-hour day employee may:

- a. Stand/Walk       None       1-4 hrs       4-6 hrs       6-8 hrs
- b. Sit                     None       1-3 hrs       3-5 hrs       5-8 hrs
- c. Drive                 None       1-3 hrs       3-5 hrs       5-8 hrs

2. Employee may use hands for repetitive:

- Single Grasping     Pushing & Pulling     Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls:

- Yes     No

4. Employee may need to:

- a. Bend                     Frequently                     Occasionally                     Not at all
- b. Squat                     Frequently                     Occasionally                     Not at all
- c. Climb Stairs             Frequently                     Occasionally                     Not at all
- d. Lift                       Frequently                     Occasionally                     Not at all

5. Lifting:

Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.

Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

Heavy Work: Lift or move 100 pounds occasionally (with assistance), 50 pounds frequently with occasional sitting and frequent standing/walking.

**KEY TO TERMS:  
Sedentary Work**

Sitting for 6 hours of an 8 hour work day with lifting of no more than 10 pounds occasionally. Possible frequent lifting of small objects weighing less than 10 pounds such as files and small parts

**Light Work (not to be confused with the terms of modified or transitional work)**

Lifting no more than 20 pounds on an occasional basis and up to 10 pounds frequently. Typically requires standing and walking for 6 hours of an 8 hour day (certain light jobs may require continuous sitting and entail the consistent use of either hand or foot controls).

**Medium Work**

Maximum occasional lifting of up to 50 pounds; frequent lifting of up to 25 pounds. Typically on feet 6 hours of an eight hour day.

**Heavy Work**

Maximum lifting of up to 100 pounds with frequent lifting of weights up to 50 pounds. Typically standing and walking of 6 hours out of an 8 hour day.

**Very Heavy Work**

Maximum lifting of over 100 pounds with frequent lifting of weights up to 50 pounds. Standing and walking for the majority of the work day.

The following three frequency levels are also defined by the Department of Labor(DOL) and applied to work tasks i.e. rare to occasional (R/O), frequent (F) and constant (C). The DOL definitions of frequencies are:

Rare to Occasional (R/O)	0-20 times during a shift or 33% of the time
Frequent (F)	20-100 times during a shift or 33-66% of the time
Constant (C)	Over 100 times during a shift or 66-100%

Approved by Supervisor: Lyle Peters 2/29/16

**Signatures**

This job description has been approved by all levels of management.

Manager \_\_\_\_\_ Date \_\_\_\_\_

Employee's signature constitutes employee's understanding of the requirements, essential Functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_