

# **SHEBOYGAN PAPER BOX COMPANY**

## **JOB DESCRIPTION**

**Job Title:** D1 GLUER OPERATOR  
**Department:** Finishing Department  
**Reports to:** Finishing Department Supervisor  
**FLSA Status:** Nonexempt  
**Prepared By:** Julie A. Schmitz /jr  
**Prepared Date:** 03/31/02  
**Approved By:** Todd Wolf  
**Approved Date:** 03/31/02

### **SUMMARY**

To learn all the aspects of the Finishing Department procedures involving all the mechanical functions of the machinery involved. When this training is completed and satisfied the Gluer Mechanic will then be classified as a Gluer Mechanic Journeyman.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Training to maintain, run and set-up Finishing Department machines to include:
  - International Right Angle
  - Stauder Gladiator
  - Domino 110 matic
  - HHS glue system
2. Have knowledge and ability of packing and feeding procedures.
3. Training how to run both hot and cold melt gluing systems.
4. Must occasionally fill in for and be proficient in the label technician position.

### **QUALIFICATIONS**

#### **EDUCATION and/or EXPERIENCE**

No general education requirements are needed. High School Diploma or General Education Degree would be preferred.

#### **LANGUAGE SKILLS**

Ability to read and comprehend Factory Ticket, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information to other employees of the department.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate and percent.

#### **REASONING ABILITY**

Ability to apply commonsense understanding to carry out detailed and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required

to stand, walk, use hands to handle or feel, and reach with hands and arms. The employee must regularly lift and/or move up to 40 pounds and move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is usually loud.

**REMARKS**