



JOB DESCRIPTION

<u>OCCUPATION:</u> LAMINATOR OPERATOR	<u>DEPARTMENT:</u> MANUFACTURING
<p><u>JOB PURPOSE AND REPORTING STRUCTURE:</u></p> <p>Under the direction of Shift Supervision, this individual is responsible for setting up and operating the laminator, meeting customer specifications, delivery requirements and quality standards.</p>	
<p><u>ESSENTIAL DUTIES AND RESPONSIBILITIES</u> include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Assist in coordinating the scheduling of jobs. • Pull materials and supplies for jobs when required. • Set up machine and ensuring proper running condition. • Check, select and mix proper adhesives for the job, set edge guides, load and operate machine; perform test runs and take samples for lab review. • Inspect product ensuring the meeting of customer specifications and quality standards. • Perform basic maintenance and minor repairs to laminator as needed. • Complete and maintain all required paperwork. • Maintain departmental housekeeping standards 	
<p><u>QUALIFICATION REQUIREMENTS:</u></p> <p>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 the essential functions.</p>	
<p><u>EDUCATION AND/OR EXPERIENCE:</u></p> <p>Requires education generally equivalent to a high school diploma, and three to twelve months related experience to become familiar with equipment and processes.</p>	
<p><u>LANGUAGE SKILLS:</u></p> <p>Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.</p>	
<p><u>MATHEMATICAL SKILLS:</u></p> <p>Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.</p>	

Note: The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

OTHER SKILLS AND ABILITIES:

Requires the ability to operate a laminator machine, to operate a forklift truck, hand trucks, a hoist and hand jacks, and the ability to operate a variety of small hand tools.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand. The employee frequently is required to walk; use hands to finger, handle, or touch objects, tools, or controls; reach above shoulders; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; taste or smell; and use foot/feet to operate machine.

The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 200 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to fumes or airborne particles. The employee occasionally works in high, precarious places and is occasionally exposed to toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually loud.

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