

### JOB DESCRIPTION

Position Title Operations Specialist Incumbent \_\_\_\_\_  
Department CPE Plant Location \_\_\_\_\_  
Supervisor Shift Supervisor Title \_\_\_\_\_  
Date June 16, 1980 Prepared By R. D. Bauder

JOB SUMMARY: (why does this job exist - briefly describe general purpose of this job)

Under the direction of the shift supervisor operates the premix area, reactors, and neutralizers to produce some 25 different grades of CPE. He coordinates all plant functions for maximum safe operation, provides training for the development of younger operators, and performs operational and breakdown maintenance.

SPECIFIC DUTIES: (describe the duties you personally perform beginning with the most important. State the frequency, i.e. daily, weekly, monthly and percent of time on each.)

The following duties are performed daily:

Coordinates the receipt of polyethylene and caustic from supplier plants.

Sets up and maintains prescribed run conditions for loading and operating the reactors.

Based on lab analysis of resin properties, consults with the shift supervisor to make changes in reactor conditions.

Uses the PDP-8 and PDP-14 to "trouble-shoot" and correct process hang-ups.

Examines reactor samples for reactor glass damage and resin particle growth. Inspects reactors for chlorine leaks and symptoms of damage.

Moves CPE slurry from the reactor across acid Sweco's through the wash column and into the neutralizers balancing acid decanting efficiency and move-over time.

Operates the neutralizers to provide cool, neutral, low sodium resin for the drying system

Works with the S.O.T. to maximize overall plant capacity and provide back-up knowledge for the drying system.

Directs the activities of the O.T.'s to assist in smooth plant operation.

Trains new operators.

Acts as lead man for maintenance activities.

Relieves the shift supervisor in his absence with full responsibility for the plant's operation and operator safety.

KNOW-HOW: (skills required)

Training/experience:

The operator should have a working knowledge of all areas of the plant in order to provide training and back-up knowledge for the S.O.T. and O.T.'s and to relieve them safely and efficiently in their absence. Minimum formal training for operations is 3 weeks. Minimum training before relieving the shift supervisor is 4-6 months.

Human Relations:

The operator must have good human relations skills to effectively communicate with and direct the activities of lower classification operators for smooth plant operations.

PROBLEM-SOLVING:

Complexity of Duties: (describe the most difficult or complex part of this job.)

Reactor starts for maximum smooth plant operation. Reactor program changes to keep CPE resin properties in specification. Changes for safe operation when problems prevent normal operations.

Thinking Environment: (to what extent does this job require analysis, evaluation, decision-making? To what extent are these thinking requirements affected by established standards or routines)

Routine operation of the plant is according to established standards and routines.

Upset or emergency situations require immediate analysis and decision making.

ACCOUNTABILITY: Freedom to Act and Impact

Assignment, Review & Approval of Work: (Who assigns your work, what instructions are provided, who reviews and approves your work?)

Work assignment is provided by the shift supervisor who reviews and approves work.

When relieving the shift supervisor work assignment is provided by the plant Production Supervisor who reviews the work. Operational adjustments are made independently without prior approval of supervisor within established guidelines.

WORKING CONDITIONS:

Physical Effort Required:

Performing operational or breakdown maintenance may require some heavy lifting.

Office Environment:

Not an office job.

SAFETY CONDITIONS:

A working knowledge of every piece of equipment and all chemicals used in the plant is an absolute necessity for smooth and safe plant operation. During an upset condition, the operator under the direction of the shift supervisor will modify operations or perform an orderly shutdown and evacuation to insure a maximum in personnel and equipment safety.

ADDITIONAL INFORMATION: (Add any information not requested and/or stated in previous sections that would help to understand this job.)

The CPE shift composition under the supervision of the shift supervisor is:

- 2 - O.S.
- 1 - S.O.T.
- 2 - O.T.

One O.S. is responsible for operations and the other is used for relief of all classifications including shift supervisor. The outside or relief O.S. serves as lead man on maintenance and is a "trouble-shooter" in all areas of the plant. The operations and relief O.S.'s rotate on a bi-weekly basis.