

JOB DESCRIPTION

Position Title Operations O.T. Incumbent _____
Department CPE Plant Location Louisiana
Supervisor Shift Supervisor Title _____
Date June 30, 1980 Prepared By F. D. Bauder

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

Under the direction of the shift supervisor, assists the S.O.T. and O.S. where necessary and performs certain routine operations and minor 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:

1. Catches neutralizer, fluid bed dryer, and blender samples and runs analysis to assist operations.
2. Maintains wetting agent and anti-block areas.
3. Reblends out-of-specification CPE.
4. Maintains good housekeeping throughout the plant.
5. Maintains all air filter systems including pulseaire cages and socks.
6. Assists in preventive and operational maintenance.

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KNOW-HOW: (skills required)

Training/experience:

Receives training from other operations O.T.'s and shift supervisors. Minimum training is 3 weeks.

Human Relations:

Must be able to communicate well with the shift supervisor to inform him of any operational problems.

PROBLEM-SOLVING:

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

Recognizing and reporting operational or maintenance problems in the plant.

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

Job duties are according to established standards and routines.

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?)

Receives supervision and direction from shift supervisor who reviews and approves his work, however, individual job direction can come from the O.S. or S.O.T.

WORKING CONDITIONS:

Physical Effort Required:

Performing operational or breakdown maintenance may require some heavy lifting. The operator routinely lifts bags up to 55 pounds in weight in maintaining the anti-block area and reblending out-of-specification CPE.

Office Environment:

Not an office job.

SAFETY CONDITIONS:

Works around numerous pieces of rotating equipment. In the course of maintaining the anti-block areas come in contact with dusts which require the wearing of protective dust masks. When sampling neutralizers is in the presence of hot water, hot acid, or hot caustic mixtures which require proper training and appropriate caution.

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