

B.F. Goodrich

FACTORY JOB EVALUATION

Job Classification: UPSTAIRS RECOVERY OPERATOR

Location Henry Plant Building 731 Division Chemical Dept. No. 5536
5537

Job Description: The first sentence should specifically clarify the job classification and locate the job. The remainder of the job description is to be a brief functional statement starting with the phrase, "Job consists of:" This is to be followed by the specific functions in the sequence in which they are performed on this job. Each specific function should start with a verb. The result should give an accurate descriptive picture of the over-all job.

Classification involves the cleaning of polymerizers and the operation of upstairs recovery system.

The functions described below are to be equally shared by two upstairs recovery operators (first or second class operators, depending on transition and final mode).

Job Functions consist of:

1. Chipping polys.
2. Removing plugs from reactor nozzles.
3. HRC'ing polys.
4. Recovering polys.
5. Steam sweeping polys.
6. Dropping polys to blowdown tanks.
7. Performing appropriate housekeeping and other miscellaneous duties as designated by the foreman. This may include normal duties of the Lo Sope helper.

Prepared By D. E. Giffin Date Nov. 20, 1978

Approved By L. J. Gode Date Dec 8, 1978

Approved By _____ Date _____

Approved By _____ Date _____

NGC 04347

JOB EVALUATION QUESTIONNAIRE

1. EDUCATION:

What written reports or records are required?

Daily logs and records as designated by Management must be maintained.

What oral and written instructions must be interpreted?

Shift change communication, as well as specific foreman instructions, must be understood.

What mathematical calculations must be made?

Basic Arithmetic.

2. EXPERIENCE:

On what related jobs is experience required; if any, how much?

None.

Assuming the required education and previous experience qualifications have been met, how much time is required on this job in order to produce work of acceptable quality and sufficient quantity to justify continued employment?

One week per month.

3. SKILL:

What part of the job requires the greatest amount of precision, dexterity, agility, or the co-ordination of mental, nerve, and muscular faculties?

Normal coordination of physical skills are required to install HRC units, to remove plugs in nozzles, and to performing routine housekeeping duties.

4. RESPONSIBILITY FOR PRODUCT:

What is the nature of loss that may occur through the employee's actions affecting the finished product, succeeding operations, loss of labor, power, air, or water? Consider the loss involved for any single case before detection.

Major quality and quantity affects can be realized by the performance of this classification.

What would the monetary loss amount to?

0 - \$30,000 (Estimate)

5. RESPONSIBILITY FOR EQUIPMENT:

What is the nature of loss that may occur as a result of negligence, misuse or carelessness in the use of tools and equipment? Consider the loss involved for any single case before detection

Poor quality, major production losses, EPA non-compliance and lost time injuries can occur.

What would the monetary loss amount to?

0 - \$100,000 (Estimate)

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6. JUDGMENT:

What **decisions** must be made and how frequent?

Routine production operational decisions are necessary.

What **planning** and **organizing** are required?

None.

What jobs and how many employees come under the **leadership** of this job?

None.

7. PHYSICAL REQUIREMENTS:

What phases of this job require the most physical effort?

Climbing stairs, removing plugs from nozzles, and chipping polys.

What is the nature of the physical exertion as to **weights** and **sizes** of objects handled, **working position**, and the **duration** and **frequency** for the application of sustained muscular action?

Hammers, mallets, screw drivers weighing less than 10 pounds are utilized.

8. MENTAL APPLICATION:

What is the nature and amount of **attention** or **concentration** required?

Attention must be continually maintained to insure smooth operation.

9. HAZARDS:

What body injuries or occupational diseases **have** occurred?

Steam exposures, tripping hazards, cuts from fragments of tools, and vinyl chloride exposure have occurred.

What body injuries or occupational diseases **might** occur?

Same as above.

10. DISAGREEABLENESS:

What are the **unpleasant** working conditions involved in the performance of this job such as dirt, heat, cold, dampness, noise, fumes, light, etc.?

None.

What special **protective** apparel, such as clothing, boots, respirators, gloves, face shields, etc. are required to be worn?

Fresh air masks must be worn during vinyl chloride excursions.

Why must this special protective apparel be worn?

To prevent vinyl chloride exposure.

11. HOW MANY EMPLOYEES ARE INVOLVED? $2 \times 4 = 8$

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MECHANICAL COURSE - HELPER

		ISSUED	COMPLETED	SCORE
AA 551	Safety Principles	3/26/75	10/22/76	OK
AA 553	Planning for Safety	3/26/75	10/22/76	OK
AA 561	Protective Equipment	3/75	10/76	OK
AA 565	Static Grounding	3/75	10/76	OK
AA 567	Tank Entry	3/75	10/76	OK
AA 569	Hand Safety	3/75	10/76	OK
AA 573	Tool Hazards	3/75	10/76	OK
AA 575	Housekeeping	3/75	10/76	OK
AA 590	Safety Test			OK
AA 29	Mathematics, Plant - Part I - Whole Numbers	3/75	10/76	99
AA 30	Mathematics, Plant - Part II - Fractions	3/75	10/76	96
AA 60	Mathematics, Plant - Part III - Decimals & Per Cent	9/76	11/76	83
AA 82	Mathematics, Plant - Part IV - Positive & Negative Numbers	10/76	11/76	88
AA 83	Mathematics, Plant - Part V - Simple Algebra	10/76	12/76	59
AA 84	Mathematics, Plant - Part VI - Ratio and Proportion	10/76	12/76	88
AA 73	Mathematics, Plant - Area & Volume of Common Figures	11/76	12/76	97
AA 99	Mathematics, Plant - Using Tables of Squares and Square Roots	11/76	12/76	92
AA 114	Mathematics, Plant - Rt. Angle Trigonometry	11/76	12/76	63
AA 97	Scaffolds	10/76	10/76	100
AA 80	Materials Handling - Chain Hoists	10/76	10/76	98
AA 22	Materials Handling - Crane & Hoists Signals	10/76	10/76	100
AA 89	Materials Handling - Knots	10/76	10/76	96
AA 23	Materials Handling - Wire Rope Identification	10/76	10/76	100
AA 24	Materials Handling - Wire Rope Fittings			
AA 81	Materials Handling - Wire Rope Slings	10/76	10/76	96
AA 109	Drawings - Reading Engineering Drawings	10/76	11/76	86
AA 16	Drills - Part I - Selection, Checking & Inspection	11/76	11/76	84
AA 17	Drills - Part II - Regrinding & Modification	11/76	11/76	94
AA 03	Measurements for Installation and Construction Skills	11/76	11/76	88
AA 04	Measuring Tools - Calipers	11/76	11/76	100
AA 05	Measuring Tools - Verniers	11/76	11/76	82
AA 88	Steam Traps - Part I - How to Test	11/76	11/76	86
AA 91	Steam Traps - Part II - Installation	11/76	11/76	96
AA 102	Steam Traps - Part III - Trouble Shooting	11/76	11/76	80
AA 27	Sketching - Field Practices	11/76	1/77	83

Number of Courses - ~~35~~
33

All of the above courses must be completed prior to advancement to second class.

NAME: DICK BOGNER

Finished Requirements ~~84~~ 1/77

89% AVERAGE

NGC 04350