

Job Title: Slitter Operator
Department: Operations
Reports to: Department Supervisor

Date: 4/9/2021
Status: Non-exempt

JOB DESCRIPTION:

Summary

Performs a variety of semi-skilled work in the set-up and operation of slitting machines to convert wide web materials to smaller widths.

Primary Duties and Responsibilities

- Reviews job orders, drawings, specifications, or job cards to determine dimensions and tolerance of finished work, sequence of operation, and set-up requirements.
- Verifies materials meets specification before processing.
- Sets-up and operates slitting machine to slit continuous lengths of material to specified widths.
- Spaces and sets rotary blades on machine shaft according to width specified.
- Threads and aligns material/materials through machine.
- Pushes button, turns knob, maneuvers joy stick, or depresses pedal to activate machine.
- Observes machine operation to detect work piece defects or machine malfunction. Troubleshoots production problems.
- Measures work dimensions to determine accuracy of machine set-ups and operation.
- Removes trim and scrap from machine.
- Loads and unloads materials onto or from pallets, trays, racks, and shelves by hand or with a hoist, forklift, or other type of lifting device.
- Assembles, packages, and counts rolls according to work order specifications.
- Packs work orders for shipment as required; secures and protects materials or products for shipping.
- Places materials on skids for distribution.
- Accurately and timely record production information manually and in computer system i.e. Lot numbers, scrap, downtime, finished goods, return to stock inventory, hours, output.
- Debug/setup/troubleshoot/documentation of product, process and raw material trial/testing to meet customer specification.
- Calculates/converts various unit of measures SF, YDS, LF, MSI, pairs, sheets, each, and material yield.

- Checks QA on orders; knows correct ISO standards; makes quality decisions and knows when and to whom to go for advice.
- Knows, follows and enforces all safety standards.
- Cleans and maintains workstation.
- Meets performance standards and efficiencies

Other Duties

- Cuts cores, assembles boxes, and stacks, marks, and packs finished rolls.
- Performs backup duties for related positions, as required.
- Serves as a member of various employee committees, as assigned.
- Other duties as assigned.

JOB REQUIREMENTS:

Minimum Requirements

- High school diploma or GED equivalent.
- Helpful to have some knowledge of machine operations
- Helpful to have some knowledge of double coated tapes and pressure sensitive materials.
- Some knowledge of the hazards and safety precautions common to machining activities.
- Knowledge of measuring to 1/64" with a ruler; Must be able to read and use calipers in measuring to +/- .005" with a caliper or micrometer.
- Skill in operating slitters, rulers, shears, calipers, micrometers, spanner wrench, and basic hand tools.
- Ability to operate machinery according to specifications; Ability to perform arithmetic computations accurately; Ability to calculate material yields; Ability to understand and follow oral and written instructions; Ability to carry out assigned projects to their completion; Ability to establish and maintain effective working relationships; Ability to pay close attention to detail; Ability to detect product defects.

Equal Opportunity Employer

Employee Signature

Date

Witness

Date