

# SKANA ALUMINUM COMPANY JOB DESCRIPTION

**Position:** Upcoiler-Oiler Operator

**Reports To:** Manufacturing Supervisor

**Department:** Mill

**Date Issued:** June 5, 2018

**COMPETENCIES:** *(i.e., to be defined in terms of required education, training, skills, and/or experience)*

- High school diploma or equivalent
- Strong communication skills
- Willingness to work with others as a team
- Work experience desired

**PRIMARY RESPONSIBILITIES:** *(i.e., functions, authorities, tasks, etc.)*

- Starts-up and inspect all upcoiler, sheet cooler, shear motors and equipment
- Operate equipment to bring metal through sheet cooler
- Operate equipment and shear to cutback metal to proper width
- Operate equipment to coil metal to proper ID
- Band and mark coil with F.O #, Coil # and heat #
- Operate forklift to properly store coils in floor racks
- Complete shop paperwork as coils are being rolled
- Assist with all roll changes and coolant tank cleaning
- Assist with cleaning run-out table rollers and changing felt roller pads when necessary
- Inspect coils/metal for quality defects
- Notify supervisor if quality concerns are noted
- All other tasks as assigned by supervisor
- Willingness to cross train
- Advocate for continuous improvement projects
- Responsible for general and preventive maintenance of Rolling Mill equipment
- Follow and improve a program of lubrication for all Rolling Mill equipment, including frequency and specific lubricant to use
- Change Hot Mill table roller pads as needed
- Oil and sand Hot Mill table rollers as needed to eliminate roller marks
- Maintain proper levels of all hydraulic fluids and Hot Mill coolants
- Investigate, adjust and make minor repairs on any one of approximately 45 automatic lubrication systems
- Change and replace any of approximately 5 Fuller's Earth filters
- Replace all remaining filter cartridges when necessary

*Revision Level: Version A; Approval: VP of Manufacturing/Human Resources*

- Maintain proper supply of lubricants and reorder when necessary
- Perform miscellaneous duties as assigned
- Comply with the Company's quality management system requirements
- Willingness to cross train
- Advocate for continuous improvement projects

#### **SAFETY RESPONSIBILITIES**

- Wear all PPE: safety glasses w eye shields, helmet, proper gloves for solutions, face shield as necessary
- Have oil-resistant soles on Steel-toed shoes, per ANSI Z41 standards
- Ability to Lock out tag out
- Knowledge in hazardous communication

#### **ORGANIZATIONAL RELATIONSHIPS:** *(i.e., optional - primary contacts/interfaces internally and externally)*

- Internally with all employees