



JOB DESCRIPTION - MANAGEMENT / OFFICE

JOB DESCRIPTION (JD) No.: PD-02
REVISION 0 DATE 5/13/13

TITLE: Mill Foreman
REPORTS TO: Director Manufacturing

A. SCOPE and PURPOSE

- This position is responsible for the day to day operations of the tube mills, and to make sure all company rules and safety requirements are being maintained.
- Makes sure all quality standards set forth by the company are met and surpassed.
- Applies to all activities and guidelines for operations performed by this position.
- This job description shall be reviewed on a regular basis.

B. RESPONSIBILITIES

- Make sure the mill is running quality tubing.
- Make sure all employees are working and are on the job on time.
- Make sure all employees are working in a safe manner.
- Conduct weekly safety meetings.
- Review problems with production manager.
- Receive daily production reports for mill operator.
- Schedule maintenance and electric repairs when needed.
- Help in the setup of mills and troubleshooting problems.
- Performs special projects and other miscellaneous duties as assigned by supervisors.

C. ORGANIZATION RELATIONSHIPS

- Maintains high ethical standards in the work place.
- Maintains good communication with supervisors and co-workers.
- Helps other employees and work sections as required.
- Responsible for maintaining a clean and safe working area.
- Regardless of other duties, has a responsibility to follow Maruichi Leavitt Pipe & Tube, LLC production, safety, and quality procedures.

D. REQUIREMENTS

- Education and Training – High school diploma or general education degree (GED); Received on the job training.
- Technical Requirements – Mechanical Aptitude, Accuracy, Attention to Detail, Initiative/Follow Through, Listening & Understanding, Problem Solving, Product Knowledge, Technical Communication, Team Participation
- Experience – Functional Skills of Tube Mill Operation