



JOB DESCRIPTION - UNION

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

TITLE: Recutting Operator
REPORTS TO: Recutting Foreman

A. SCOPE and PURPOSE

- This position is responsible for cutting down mother tubes into lengths for customer orders.
- Applies to all activities and guidelines for operations performed by this position.
- This job description shall be reviewed on a regular basis.

B. RESPONSIBILITIES

- Set up machine for proper size and gauge that is going to be cut according to the order.
- Set up machine for the proper length according to the order.
- Check quality of the tubes that are being recut (length, surface and ends)
- Measure the length of tubes being cut as much as needed to insure that it meets the order requirements.
- Keep track of the scrap that is generated.
- Keep a proper record of the days cutting.
- 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 supervised as outlined in the contract agreement.
- 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 Recutting Machine Operation