



JOB DESCRIPTION - MANAGEMENT / OFFICE

JOB DESCRIPTION (JD) No.: SLT-01
REVISION 0 DATE 5/13/13

TITLE: Slitter Foreman
REPORTS TO: Director Manufacturing

A. SCOPE and PURPOSE

- Leads slitting machine operation.
- Applies to all activities and guidelines for operations performed by this position.
- This job description shall be reviewed on a regular basis.

B. RESPONSIBILITIES

- Supervises and delegates work and responsibilities for subordinate employees assuring that work is completed in a timely manner.
- Develops the daily production schedules according to the monthly production schedule.
- Performs or supports slitting machine activities along with subordinate employee.
- Reviews problems and issues with plant general manager, general foreman, and other lead men on an ongoing basis.
- Ensures that established policies, rules and regulations and procedures are followed.
- Interfaces with management and other departments as required.
- Solves departmental problems as required.
- Participates in departmental safety meetings as required.
- Conducts ongoing training to subordinate employees.
- Submits the daily production report to management.
- Meets with quality control staff to discuss related issues for slitting schedules and materials as needed.
- Responsible for maintaining the main power of slitting operation.
- Responsible for checking machine settings including the sharpness of slitting knives.
- Directs/performs minor maintenance on machinery and tools as needed.
- May substitute for absent employees as needed within the operation.
- 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



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E. Approval

The above job description identifies the essential job functions and skills needed by the person or persons assigned to this position. These job functions and skills are not intended to be a complete and exhaustive list of all responsibilities, duties and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. The information contained herein is subject to change at the company's discretion.

I have been trained for this position

Employee Signature

Date

The employee has been trained for this position

Department Manager/Supervisor

Date