



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