



SIMONA AMERICA INC Job Description

Job Title: *Mixing Machine Operator*
Department: Extrusion
Reports To: Shift Foreman

Summary: Operates mixing machine to blend ingredients into compounds for processing by performing the following duties.

Essential Duties and Responsibilities: Other duties may be assigned.

- Loads ingredients into mixing machine hopper from conveyor, scales, or hand trucks.
- Starts machine and adjusts machine setting and cooling per process sheets to aid in blending and densifying mixture for a quality batch.
- Operates machine until mixture reaches desired consistency, and turns lever to unload mixture into container, conveyor, or mill for sheeting.
- Operates auxiliary equipment to break up, grind, dry mix, or otherwise prepare mixture for final processing.
- Tends automatic mixing machine.
- Cleans and maintains work area daily.
- Prepares and organizes material for month end inventory.
- Assists in performing inventory at month end and as needed.
- Moves batches as needed to extrusion lines or as directed by foreman.
- Maintains mix log and batch according to procedures.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations

Must be certified forklift operator.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and climb or balance. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to high, precarious places. The employee is occasionally exposed to wet and/or humid conditions and vibration. The noise level in the work environment is usually moderate to loud.

Dust is present as part of the process. Individual must be fitted for respirator and other PPE equipment as required by O.S.H.A..