



## POSITION TITLE: EXTRUDER OPERATOR

Reports To: Production Manager

### Position Summary

The Extruder Operator performs complete machine operation, to produce WIP and finished goods to support the assembly floor. Extruder operation includes machine set up, maintenance, troubleshooting and quality assurance.

### Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Sets up and operates extruder line, to produce reflective insulation product rolls meeting specs, dimension and weight.
- Remaining familiar with the basic machine functions in order to perform all tasks required for extruder
- Install or change screens, set up line slitter, trim scrap collector or grinder, adjusts dies, speed and temperature for sheet uniformity and quality.
- Maintaining the work area and equipment in a clean orderly condition and following prescribed safety regulations
- Operate machine adhering to safety knowledge (i.e. e-stops, pinch points and other safety features).
- Performing prescribed preventative maintenance on machines as required per the P.M. charts
- Visually check product for defects, dimensions, etc. and make necessary adjustments to regain or maintain specs and quality standards.
- Adjusts or stops when malfunctions/defects are found and reports the malfunctions/defects to the Supervisor, or asks for help as needed
- Utilizes thickness gauge/micrometer and other tools to measure specs
- Performs utility and/or material handling duties as necessary

- Notifies management of maintenance requirements beyond their ability so a Maintenance Technician can be contacted
- Maintain clear communication with opposite shift to ensure objectives are being met, accountability is maintained, etc. so production and safety can remain seamless.
- Complies with company safety policies and procedures and reports safety hazards/violations to supervisor
- Performs lockout/tag out procedure whenever a machine needs to be worked on
- All other duties as assigned by lead, supervisor or management team
- Detecting and reporting defective materials or questionable conditions to the department Lead
- Accepting frequent supervision and assistance
- Completing all daily paperwork fully, accurately, truthfully, and timely for daily production entering into the system
- Oversee safety and support in education of an operator in training
- Keeping inventory organized throughout the day according to system and policies
- Know and understand all safety procedures/policies such as E-stops, pinch points, safety guards, etc.
- Understand and achieve proven manufacturing machine goals such as output, scrap %, USDT %, quality expectations, etc.

## Minimum Qualifications (Skills and Abilities)

- High School diploma / GED
- 2 or more years' experience operating and setting up extrusion machines
- Polymer/resin blending experience
- Experience with web-handling machinery and maintaining web tensions
- Mechanical aptitude
- Embody Core Values of Company
- Must have a good command of the English language, both written and spoken
- Must be able to read and interpret Manufacturing Orders, use simple math, and use basic handheld measuring tools and mechanical tools

## Physical Demands and Work Environment

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

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is required to stand; walk; sit; and reach with hands and arms. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. While performing the duties of this job, the employee is exposed to plant environment to include moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. Safety Glasses and closed toed shoes should be worn at all times. The noise level in the work environment is usually moderate to loud.

**Note:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Reviewed** \_\_\_\_\_ **with** \_\_\_\_\_ **employee** \_\_\_\_\_ **by** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_

**Received and accepted by**

**Signature:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_  
\_\_\_\_\_

**Date:**

The company is an Equal Opportunity Employer, drug-free workplace, and complies with ADA regulations as applicable.