SORTATION SYSTEM ASSISTANT OPERATOR

Job Title: Sortation Assistant Operator  
Reports to: Sortation System Operator  
Direct Reports: none  
Date: April 14, 2015

General Purpose of Job: Safe, clean and efficient operation of the sorting system using the established guidelines.

ESSENTIAL JOB FUNCTIONS:
Safety:
1. Make sure all guards and shields on all systems are in place and operating properly.
2. Heat shields and windshields of all rolling are to be kept clean for maximum safe visibility.
3. Housekeeping must be maintained and all areas should be free from clutter.
4. Apply safe work techniques:
   A. Lifting
   B. Tool operation
   C. Rolling equipment operation
      1. Seat belts
      2. Safe speeds
      3. Proper operation
   D. Proper use of PPE
   E. Following job procedures as trained

Environmental:
1. Regularly pick contaminants from the scrap as it goes across sorting table at high speeds and monitor that all scrap separation areas are capturing contaminants as designed.
2. Monitor the contaminant catch bins for proper disposal and operation.

Production:
1. Follow the operation plan as established by the Sortation System Operator.
2. Monitor all sorting operating conditions to maintain specifications, quality, and production rates.
3. Assure that feed conveyors are properly positioned and operated properly and within specification.
4. Operate sorting controls and assure that the controls are operating properly.
5. Coordinate with the Sortation System Operator.
OTHER JOB FUNCTIONS:

Safety:
1. Monitor safety of operations and notify the Sortation System Operator if safety work orders are needed.

Production:
1. Maintain production paperwork and documentation as required.
2. Follow company policy.
3. Fill in for other sorting jobs as needed and for breaks.
4. Fill in for Sortation System Operator as needed.

Maintenance:
1. Assist maintenance, if necessary, when doing preventive maintenance.
2. Maintain all equipment for safe and efficient operation.
3. Maintain a clean sorting system and grounds.

SKILLS, COMPETENCY AND EXPERIENCE:
1. Good knowledge of various scarp metals and how to identify them.
2. Excellent working knowledge of the sorting system and related job duties of the operator and assistants.
3. Excellent organizational skills allowing efficient multitasking and attention to details.
4. Able to efficiently manage own time.
5. Able to positively relate to others.
6. Spectro Alloys certified rolling equipment operator status.
7. Trained on x-ray equipment operation.

PHYSICAL DEMANDS:
1. Lift, carry, push or pull up to 50# frequently/occasionally.
2. Lift, carry, push or pull up to 100# rarely.
3. Climb stairs frequently (rolling equipment and lunchroom)

ENVIRONMENTAL DEMANDS:
1. Extended periods of time in heat and cold as dictated by outside ambient.
2. Exposure to noise.
3. Working around moving equipment.

Prepared by_________________________ Date__________