

## **POSITION DESCRIPTION CHEMICAL HANDLING OPERATOR**

### **ACCOUNTABILITY OBJECTIVE**

The Chemical Handling Operator is responsible for safe and efficient operation of manufacturing equipment.

### **POSITION QUALIFICATIONS**

Education, job experience, and other job skills will be used as criteria for personnel selection for the Chemical Handling Operator Position.

### **PRINCIPLE ACCOUNTABILITIES**

1. Operates batch processing equipment which includes blenders, storage tanks, pumps, charging systems, bulk loading and packaging systems, forklifts, etc.
2. Ensures line-ups are correct before materials are transferred.
3. Processes batches according to product manufacturing procedures and equipment standard operating procedures (SOP).
4. Documents batch data on batch sheets, production analysis sheets, control logs, and material records.
5. Maintains a clean, safe, and environmentally compliant work area and inputs information for incident reporting and suggestions for process improvement.
6. Ensures process equipment is maintained through work orders.
7. Labels and placards packaged material in accordance with company policy and government regulations.
8. Works closely with Production Group Leader to accomplish all duties during his shift.
9. Completes forklift inspections at the beginning of each shift.
10. Represents management at Plant if the Production Group Leader is absent during non-office hours. Notifies appropriate plant personnel in emergency situation. Takes emergency action on own authority according to standard operating procedures.
11. Assists with the proper packaging of wastes as necessary.
12. Supports the guiding principles of **Responsible Care** to continually improve facilities safety, health and environmental performance, security, and efforts to respond to public concerns relating to design, development, manufacture, storage, marketing, distribution, use and ultimate safe disposal of chemical products.
13. Supports and is committed to the **Quality Improvement Process**. Plans strategies to ensure error-free work by “doing it right the first time” and conveys this attitude in the daily performance of various duties.