

POSITION DESCRIPTION UTILITY OPERATOR

ACCOUNTABILITY OBJECTIVE

The Utility Operator is responsible for safe and efficient loading, unloading, shipping of raw materials and finished goods.

POSITION QUALIFICATIONS

The position is based on job skills and the ability to adapt to a new environment.

PRINCIPLE ACCOUNTABILITIES

1. Maintains a clean, safe, and environmentally compliant work area.
2. Loads trucks as needed by required, per shipping "Pick list".
3. Unloads raw materials/intermediates from trucks.
4. Assists production with packaging drums, totes and Porta-feeds.
5. Labels and placards trucks and packaged goods for identification purposes and hazard notification.
6. Completes forklift and work area inspections at the beginning of each shift.
7. Works closely with Logistics Group Leader to accomplish all duties during his shift.
8. Documents material transactions on shipping and receiving reports, records, and other material records.
9. Participate in general plant maintenance as directed by Logistics Group Leader.
10. Notifies appropriate plant personnel in emergency situations. Takes emergency action on own authority in accordance with standard operating procedures.
11. 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.
12. 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.