

# EAST COAST EROSION BLANKETS, LLC

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## JOB DESCRIPTION: PRODUCTION UTILITY WORKER: LEVEL-I (FULLTIME) OES CODE 51-9199

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### *Position Summary:*

Performs all tasks involved in the production of the company's products. Repetitive manufacturing of products such as erosion control blankets and wattles in a fast-paced industrial organization. Reports to the Production Supervisor. FLSA Status is Non-Exempt.

### *Essential Duties and Responsibilities include, but are not limited to:*

- Ensure production supplies (pallets, labels, strapping, etc.) are staged at the machine for each run. If needed replenish supplies to work area.
- Verify the attachment of appropriate labels to products and packages.
- Assist with packaging of product and stack into correct pallet formation (to include strapping or shrink wrapping).
- Assist to set up, load, operate, tear-down, clean, troubleshoot, change over and make minor adjustments to equipment per direction from the operator
- Set out or put away any tools or equipment.
- Adhere to all safety practices, plant rules, company rules, regulations, and policies.
- Always maintain proper housekeeping in work area as well as keep equipment clean and orderly.
- Utility will report problems to higher-level employees, and if necessary, assist with any fixes.
- Follow all instructions from the operator during operation of the machines to ensure efficiency in safety, quality and production.
- Assist in material changes during production (netting, threads, etc.).
- Can become certified on company MHE (forklift, clamp truck, skid loader) with in 90 days of hire.

### *Supervisory Responsibilities:*

- This job has no supervisory responsibilities.

### *Competencies and Qualifications:*

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily, demonstrate the following competencies, and meet the requirements listed below for knowledge, skill, and/or ability.

**Interpersonal** - Ability to communicate effectively with company employees and all levels of management; Listens and gets clarification; Able to follow verbal instructions; Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information; Able to follow written instructions; Contributes to building a positive team spirit; Puts success of team above own interests.

**Organization** - Shows respect and sensitivity for cultural differences; Treats people with respect; Works with integrity and ethically; Upholds organizational values; Follows policies and procedures; Supports organization's goals and values.

**Self Management** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes assisting appropriate people in decision-making process; Makes timely decisions; Uses time efficiently; Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Demonstrates accuracy and thoroughness; Meets productivity standards; Strives to increase productivity; Works quickly; Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly; Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events; Is consistently at work and on time; Commits to long hours of work when necessary to reach goals.

**Education and/or Experience** - No prior experience or training.

**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.

**Mathematical Skills** - Ability to add and subtract two-digit numbers. Ability to perform these operations using imperial/standard units and weight measurements.

**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.

**Other Skills and Abilities** - Ability to work varied shifts, including nights, weekends and holidays.

*This is only a general overview of the position and is not all encompassing of duties. Employment will be at an At-Will status and can be terminated at any time by either party.*

**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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and /or move up to 50 pounds. Must be able to lift and / or move 75 pounds or more with assistance.

**Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually very loud.

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**Job Description Acknowledgement** - I have received a copy of this job description and have read (or had it read to me) and I completely understand all my job duties, responsibilities, and performance criteria. I acknowledge I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to company needs without it being specifically included in the job description. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor. I further understand that future performance evaluations and merit increases to my pay are based on my performance of the duties, responsibilities, and performance criteria outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description and performance criteria prior to signing this form.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)

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