



POSITION DESCRIPTION

POSITION TITLE: Fill Line Operator
DEPARTMENT: Monroe Production

FLSA Status: Non-Exempt

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Production Assistant Manager
POSITIONS SUPERVISED: None

POSITION PURPOSE

This individual is responsible for the operation of all fill lines, maintenance of equipment, and meeting safety, housekeeping, and efficiency standards. Responsibilities will specifically be focused on following Standard Operating Procedures while operating fill lines for waterborne and solvent-borne finishes, sealers, stains, maintenance products and more. The Fill Line Operator is responsible for contributing to a positive work environment.

POSITION QUALIFICATIONS AND JOB DUTIES

QUALIFICATION AND EDUCATION REQUIREMENTS:

1. High school diploma and/or equivalent work experience.
 2. Must have 1-2 years' work experience, preferably in Manufacturing.
 3. Must possess basic math skills for calculating percentages, dilutions, ratios, averages, etc.
 4. Must possess troubleshooting skills that can be utilized in the daily work.
 5. Preventative maintenance experience of pumps and machinery and forklift experience is a plus.
 6. Must be able to lift 50 pounds, stand for long periods of time, and be able to repetitively sit and squat throughout the day.
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JOB DUTIES:

1. Follow Standard Operating Procedures (SOP's) for operating all fill lines for waterborne and solvent-borne finishes, sealers, stains, maintenance products, etc.
2. Assist in the development of SOP's for new products and procedural improvements.
3. Perform preventative maintenance on equipment, as directed by preventative maintenance software.
4. Maintain rework warehouse, rework product as directed by the Quality Control Department.
5. Keep the production work area clean and adhere to the 5'S Housekeeping Standards (clean-up spills immediately, throw refuse in appropriate cans, etc).
6. Adhere to and strive to exceed operating efficiency standards.
7. Follow all safety guidelines established by the company.
8. Assist in other areas as directed.
9. Develop mutually beneficial, respectful, and effective relationships with peers to ensure seamless coordination between departments, maximize synergy, and maintain a shared vision, strategy, and focus.
10. Able and willing to work necessary hours to meet all project deadlines, travel when necessary.
11. Contributes to the development and continual improvement of the SHEQ Management System(s).

12. Other Duties- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
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CORE COMPETENCIES

1. **Professionalism** - Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.
2. **Diligence** –Perseveres in accomplishing tasks or objectives and maintains a sense of urgency about getting results.
3. **Develop Relationships** – Builds and maintains relationships that incorporate cooperation, trust, and respect by devoting the appropriate time and energy to facilitate business transactions. Relates to others while building credibility and rapport, communicates in an honest and straightforward manner, and maintains networks.
4. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
5. **Attention to Detail** – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
6. **Composure** – Maintains emotional control even under ambiguous or stressful circumstances, including unrealistic expectations, pressing time demands, frustrations, or interpersonal conflict. Demonstrates emotions appropriate to the situation, focuses on solving conflict, and continues performing steadily and effectively.
7. **Responsiveness** – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.
8. **Productivity** - Meets or exceeds productivity standards, completes work in timely manner, and strives to increase productivity.
9. **Analytical** - Synthesizes complex and diverse problems or information in order to systematically identify the cause of the problem, collects and researches data, analyzes the complex data, and offers recommended solutions. Designs, implements, utilize workflows, processes, procedures, and systems, and align areas of responsibility with the organization’s objectives to achieve results.
10. **Problem Solving & Decision Making**– Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.

11. **Safety** – Ensures a safe working environment for employees by providing training, enforcing safety policies and procedures, following safety policies and procedures under all circumstances, and reporting potentially unsafe conditions.
 12. **Results Oriented** – Maintains an appropriate focus on short and long term goals, outcomes, and accomplishments, conveys a sense of urgency to make things happen, and displays a sense of urgency about getting results. Motivated by achievement and persist until the goal is reached.
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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 50% of the time.
2. Must be able to bend, climb stairs, and continuously stand or walk 75% of the time.
3. Must be able to move within the office and plant to reach file cabinets, office machinery, etc.
4. Must be able to use dexterity to handle small safety equipment and/or hazardous material.
5. Must be able to lift and carry 15-25 pounds and frequently move equipment weighing up to 40 pounds.
6. Must be able to communicate effectively by listening and also in both written and verbal forms.

WORK ENVIRONMENT

1. Generally works in a manufacturing environment but is also required to perform job duties in a typical office setting.
2. This position regularly requires large amounts of time to be spent using manufacturing equipment, which generally entails regular and repetitive motions along with exposure to loud noises. All safety procedures should be adhered to in these situations.
3. This position also requires some amount of time to be spent using computer equipment, which entails regular and repetitive motions.
4. Will regularly be exposed to fumes, airborne particles, or chemicals. All safety procedures should be adhered to in each of these situations.
5. Subject to working near moving parts of heavy machinery and high voltage equipment where use of appropriate safety equipment is required.
6. Work includes indoor and outdoor environment during possible adverse weather conditions.

SIGNATURES

This job description has been approved by all levels of management.

Manager Signature: _____ **Date:** _____

Human Resources Signature: _____ **Date:** _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____ **Date:** _____

Bona US is an at-will employer. Therefore, both the employee and the employer retains the option of ending the employment relationship with the Company at any time, with or without notice or cause. Neither this document nor any other oral or written representations may be considered a contract for any specific period of time.

