



Classification
NON - EXEMPT

Position
Mixer I

Reports to
RTV Supervisor

JOB DESCRIPTION

Summary/Objective

The Mixer I, coordinates materials needed to prepare daily batch mixes. Completed mixes are stored in totes until packaging of the product is scheduled on the production line.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to read and understand basic work order instructions and scheduling
2. Understand steps required to complete work orders and label requirements
3. Must be able to perform in process testing to ensure material conformance
4. Perform visual inspection of all mixing equipment
5. Perform basic preventative maintenance on mixing machinery
6. Ability to read and understand work order and scheduling instructions
7. Maintain appropriate inventory levels to ensure continuous production
8. Knowledgeable of at least one type of formulation/mix process independently

Competencies

1. Advanced math skills
2. Possess good computer skills
3. Good written & verbal communication skills
4. Ability to read & write in English
5. Comprehension of written instructions
6. Attention to details
7. An ability to safely lift up to 75 lbs. regularly
8. An ability to safely operate equipment and necessary tools

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts. The noise level in the work environment can be loud at times due to running of machines

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.

The employee is occasionally required to walk, sit; stoop, bend, kneel, crouch or crawl. The employee must frequently lift and/or move up to 75 pounds and have regular use of hands and fingers.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 5:00 a.m. to 3:30pm
(*Subject to change based on business demands*)

Travel

No travel is expected for this position.

Required Education and Experience

1. The ability to read and write in English (Required)
2. High School diploma or GED (Required)
3. Prior manufacturing experience (Required)
4. Prior batch mixing experience
5. Knowledge of Continuous Improvement Concepts (Desired)

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.

EEO Statement

Novagard Solutions is an equal opportunity employer and does not discriminate in its employment decisions on the basis of race, color, religion, national origin, sex, disability, age, military and/or veteran status, genetic information, or on any basis which would be in violation of any applicable federal, state or local law. Novagard Solutions will make reasonable accommodations for qualified individuals with disabilities or religious needs unless doing so would result in an undue hardship to Novagard Solutions.

Any employee with questions or concerns about this Equal Employment Opportunity Policy and its implementation in the workplace is encouraged to bring the matter to the attention of the Human Resources Department. Novagard Solutions takes this policy seriously and will not retaliate against any employee who, in good faith, raises questions or concerns with respect to equal opportunity or any form of discrimination, or who assists in the investigation of such matters. Employees found to be engaging in conduct in violation of this policy will be subject to appropriate disciplinary action, up to and including termination, regardless of whether the conduct violates applicable law.