



**Classification**  
NON - EXEMPT

**Position**  
Slitting Operator I

**Reports to**  
Converting Manager

### **JOB DESCRIPTION**

#### **Summary/Objective**

The Slitting Operator I is responsible for maintaining machine gage widths and lengths for foam rolls.

#### **Essential Functions**

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

1. Must be able to understand scheduling and work order instructions
2. Must be able to set-up machines properly
3. Knowledgeable of various foam types and required gauge settings
4. Knowledge of proper packaging requirements
5. Thorough understanding of label creation and printing labels
6. Must understand parameters for rejection and disposition of non-conforming material
7. Record scrap by category
8. Operate multiple machines simultaneously
9. Must be able to operate tow motor
10. Must be able to lift and pull logs on and off the slitter machines

#### **Competencies**

1. Possess basic math skills
2. Basic computer skills
3. Use of a ruler and yardstick
4. Communication skills
5. Comprehension of written instructions

#### **Supervisory Responsibility**

This position has no supervisory responsibilities.

#### **Work Environment**

While performing the duties of this job, the employee is maybe 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 frequently required to walk, lift, sit; stoop, bend, kneel, crouch or crawl. The employee must frequently lift and/or move up to 75-pound log rolls and have regular use of hands and fingers.

#### **Position Type and Expected Hours of Work**

This is a full-time position. Normal hours of work are Monday through Friday 7:00am – 3:00pm or 11:00pm – 7:00am.

***Work hours may change to meet business demands.***

**Travel**

No travel is expected for this position

**Required Education and Experience**

1. High School diploma or GED
2. Manufacturing experience is a plus

**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.