



President Container Group Job Description

*Clamp Truck Operator Roll Room CG-JD-01
Approved and Released Job Description*

Print Name :

Title: **Clamp Truck Operator Roll Room**

Doc. Number:	CG-JD-01
Revision:	1

Department/Reports To	Profile	Implementation Date
Corrugator/Corrugator Supervisor	Clamp Truck Operator	1/1/2013

1.0 Main Function

Responsible for all activities associated with safely operating and caring for the clamp truck.

2.0 Duties and Responsibilities

- Comply with all company policies and procedures, including safety and maintaining good housekeeping.
- Bring rolls of paper to the corrugator, always taking butt rolls first, and record all rolls taken to the corrugator using the KIWI RF scanning system.
- Learn to read and understand the corrugator lineups – Knowledge of paper grades and specs is required.
- Mark butt rolls as to the size, diameter, lineal footage, and grade before returning to stock. Scanning all rolls returned to stock by location. All rolls returned must be scanned to a location where the roll is placed. All butt rolls will be staged with full roll stock.
- Unload rolls from trailers and/or rail cars. Check for and note any physical damage to the rolls.
- Scan and receive all rolls unloaded and ensure rolls are stocked into the roll room by size, and grades.
- Operate the clamp truck in a safe manner.
- Complete clamp truck inspection report at the beginning of each shift and turn in maintenance work orders to supervision for needed repairs.
- Keep warehouse organized and clean, cutting down any damaged rolls as needed.
- Turn in roll stock tallies to the corrugator supervisor or Scheduling Department.
- Maximize the utilization of equipment by operating the machinery at available capacity and speed.
- Adheres to daily production schedule. Makes recommendations for optimizing the schedule to meet quality, delivery and service goals.
- Assist all corrugator operators as instructed by supervision.
- Additional duties may be assigned by management.
- Complete weekly PM on the clamp truck and assist the corrugators with end of week clean up, as directed by the shift supervisor.
- Insure all empty propane tanks are filled and placed in rack in accordance with company policy.



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3.0 Education and/or Experience

With English reading, writing and math skills at a minimum of a 10th grade level. Basic computer skills. Able to read a tape measure with speed and accuracy.

Candidates are PREFERRED who offer the following:

- Prior work experience in the corrugated packaging industry.
- One Years experience as a Roll Stock Clamp Operator.
- Six (6) months experience in the Corrugator Department.

4.0 Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or graphic form. Ability to deal with problems involving several concrete variables in standardized situations.

5.0 Technical Skills

The individual must have a working knowledge of the following:

Equipment design and capabilities that can be translated into efficient operation.

Cost issues in order to make daily decisions that will reduce overall costs and will help the supervisor find areas that require improvement.

Ability to read and comprehend a tape measure, caliper guage, and computerized systems associated with the position.

Quality standards.

Regulatory requirements including but not limited to wage and hour requirements, environmental and waste minimization, company policies, and personnel requirements including OSHA, DEQ and EEO.

6.0 Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

7.0 Work Environment

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

While performing the duties of this job, the employee may be exposed to the following: moving mechanical parts, wet and/or humid conditions, high, precarious places, and vibration. The noise level in the work environment is usually loud, with hearing protection required.

8.0 Leadership Attributes

Must be able to demonstrate the ability to direct the wet end personnel in daily operations to achieve production goals, and adherence to the company safety policies.



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9.0 Performance Measurements

The performance of the employee will be measured as follows:

Operating standards - Meet or exceed the Operating Standards in the areas of quality, cost, safety, customer satisfaction and productivity. Such standards will be set annually and communicated to the supervisor.

Personal growth - while the company will provide the tools to assist the employee to grow professionally the responsibility for moving forward lies with the individual. Each year there will be goals developed and agreed to by the supervisor and his/her superior.

Employee relations - through observations the Employee will be evaluated regarding his/her reporting staff's skills and advancements in the areas of motivational techniques and results, positive and corrective/constructive feedback; subordinate development and creating a positive work environment.

Creativity - this will be evaluated by how active the Supervisor and his/her direct reports are in participating in advancing the business through new and innovative ideas.

10.0 Associated Documents

Employee must pass the qualification process and sign off on the job description, and qualifying checklist. Must be trained, pass, and receive forklift certification.

11.0 Document Revision History:

Revision	Date Created	Date of Last Revision	Last Approval Date

Approvals- Corrugator Superintendent

Approval Signature	Date

Approvals- VP Of Operations

Approval Signature	Date

Approvals- Human Resources

Approval Signature	Date

Employee Name and Signature

Employee Signature	Date