

<b>JOB TITLE:</b> Furnace Operator	<b>JOB CODE:</b>
<b>DEPT NAME:</b> Furnace Operations	<b>FLSA STATUS :</b> <input type="checkbox"/> EXEMPT <input checked="" type="checkbox"/> NON-EXEMPT
<b>DATE CREATED/REVISE:</b> Rev. 8/2022	

<b>POSITION SUMMARY</b> (General statement reflecting the overall purpose of the position.)	
Responsible for the proper set-up of vessels and parts on furnace cars by monitoring the positioning of these items by the material handlers and to control the furnace by monitoring the car movement and the firing cycles to assure successful and quality firings which meet established De Dietrich performance standards.	
<b>POSITION QUALIFICATIONS</b>	
<b>MINIMUM EDUCATION:</b> High School Diploma or GED	
<b>PREFERRED EDUCATION:</b> Technical training with computer-based process control systems.	
<b>MINIMUM EXPERIENCE:</b> Two years of experience in De Dietrich process control operations. Able to perform basic mathematical calculations	
<b>PREFERRED EXPERIENCE:</b> Some Maintenance (mechanical and electrical) experience.	
<b>REQUIRED CERTIFICATIONS/LICENSURE :</b>	
<b>PREFERRED CERTIFICATIONS/LICENSURE (e.g., CPR):</b>	
<b>KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:</b> Ability to operate De Dietrich process control equipment. Must be able to read and understand process control instrumentation. Able to communicate well with others. Must be able to lift a minimum of fifty pounds. Skilled in the safe rigging of vessels. Ability to operate overhead crane, forklift and scissor lift. Good hand-to-eye coordination. Must be able to sit, stand, walk, reach, climb, crouch, pull and use hands to grasp, feel or handle for extended periods of time. Ability to follow working, safety and housekeeping practices in accordance with established procedures.	
<b>PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:</b> Ability to work independently, or a part of a team, while adhering to established De Dietrich performance standards. Ability to give and follow instructions.	
<b>SUPERVISORY RESPONSIBILITIES:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO May provide indirect supervision of the Material Handler for equipment loading and unloading.	
<b>ESSENTIAL / PRIMARY DUTIES</b> (The essential job functions or primary responsibilities that must be performed unaided or with the assistance of an accommodation – all job functions should begin with an action verb)	<b>% OF TIME PERFORMING DUTY</b>
<b>ESSENTIAL JOB FUNCTIONS:</b>  1. Ensure that vessels or parts are loaded and positioned on firing fixtures and furnace cars to ensure proper and safe insertion into the furnace and to avoid excessive deformation	20%

according to De Dietrich specifications, customers' requirements and performance measure goals.	
2. Follow established firing procedures as to time, temperature and control settings, according to the number and size of equipment to be fired.	20%
3. Maintain Glassing & Furnace Department Activity Log Report daily so as to completely and accurately document operations performed, material and equipment used, and timelines required. Report and document any deviations or defects.	20%
4. Assist in rigging, positioning, and moving vessels, parts, and fixtures for loading and unloading.	10%
5. Inspect and observe process control equipment for deviations from standard conditions. Determine cause of deviation and take necessary action.	5%
6. Assure equipment is used, maintained and functions properly. Reports any operational or safety defects to supervisor immediately. Inspect and perform minor maintenance on equipment.	5%
7. Inspect vessels for firing related problems and other problems that may occur. Perform warpage and dimensional checks.	5%
8. Follow working, safety and housekeeping practices in accordance with established procedures.	5%
9. Supply technical support to fellow workers and supervisor to assure the continuation or improvement of quality products.	5%
10. Perform other related duties as assigned by supervisor.	5%

## WORKING CONDITIONS

Employee will work in an active plant environment with open-air conditions; high noise, dust and humidity levels; and occasional exposure to welding and x-ray operations, as well as alcohol and paint vapors with appropriate personal protective equipment. Additional information regarding the work environment and the physical/mental requirements of the position are detailed on the attached page.

## DESCRIPTION OF PHYSICAL DEMANDS AND WORKING CONDITIONS

Essential job tasks or primary responsibilities which must be performed unaided or with the assistance of an accommodation. Check appropriate box for each of the following items to best describe the extent of the specific activity performed by the staff members in this position.

Technical/Motor Skills		Mental Abilities		Working Conditions	
Data Input / Typing	<input type="checkbox"/>	Calculations	<input checked="" type="checkbox"/>	Inside	<input checked="" type="checkbox"/>
Copying	<input type="checkbox"/>	Interpreting Numbers / Data	<input checked="" type="checkbox"/>	Outside	<input checked="" type="checkbox"/>
Speaking Clearly	<input checked="" type="checkbox"/>	Analyzing	<input type="checkbox"/>	Extreme Cold (non-weather)	<input type="checkbox"/>
Answering Telephones	<input type="checkbox"/>	Forecasting	<input type="checkbox"/>	Extreme Heat (non-weather)	<input checked="" type="checkbox"/>
Precise Manipulation	<input checked="" type="checkbox"/>	Assessing / Evaluating	<input type="checkbox"/>	Temperature Changes	<input checked="" type="checkbox"/>
Calibrating Equipment	<input checked="" type="checkbox"/>	Explaining / Teaching	<input checked="" type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>
Reading	<input type="checkbox"/>	Synthesizing	<input type="checkbox"/>	Noise Level:	
		Attention to Detail	<input checked="" type="checkbox"/>	<i>Loud Noise</i>	<input type="checkbox"/>
		Memory	<input checked="" type="checkbox"/>	<i>Very Loud Noise</i>	<input checked="" type="checkbox"/>
<b>Physical Requirements</b>		Problem Solving / Reasoning	<input checked="" type="checkbox"/>	<i>Quiet</i>	<input type="checkbox"/>
Eye / Hand / Foot Coordination	<input checked="" type="checkbox"/>	Spatial / Form Perception	<input type="checkbox"/>	<i>Very Quiet</i>	<input type="checkbox"/>
Fingering / Fine Dexterity	<input checked="" type="checkbox"/>			<i>Moderate Noise</i>	<input type="checkbox"/>
Handling / Gripping/Squeezing	<input checked="" type="checkbox"/>	<b>Sensory Requirements</b>		Blood / Body Fluid/ Tissue	<input type="checkbox"/>
Transferring-Vertical/Horizontal	<input checked="" type="checkbox"/>	Ability to see:	<input checked="" type="checkbox"/>	Fumes / Odors	<input checked="" type="checkbox"/>
Lifting / Carrying	<input checked="" type="checkbox"/>	<i>No Special Requirements</i>	<input type="checkbox"/>	Toxic / Caustic Materials	<input type="checkbox"/>
<i>Sedentary</i>	<input type="checkbox"/>	<i>Close Vision</i>	<input checked="" type="checkbox"/>	Dust / Airborne Particles	<input checked="" type="checkbox"/>
<i>Light: 1-20 lbs.</i>	<input type="checkbox"/>	(clear vision at <20 inches)		Poor Ventilation	<input type="checkbox"/>
<i>Medium: 21-35 lbs.</i>	<input type="checkbox"/>	<i>Distance Vision</i>	<input checked="" type="checkbox"/>	Radiation	<input type="checkbox"/>
<i>Heavy &gt;35 lbs. with assistance</i>	<input checked="" type="checkbox"/>	(clear vision at >20 feet)		Explosive Materials	<input type="checkbox"/>
Push / Pull	<input checked="" type="checkbox"/>	<i>Color Vision</i>	<input checked="" type="checkbox"/>	Dangerous Equipment	<input checked="" type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	(identify and distinguish colors)		Moving Mechanical Parts	<input checked="" type="checkbox"/>
Balancing	<input checked="" type="checkbox"/>	<i>Peripheral Vision</i>	<input checked="" type="checkbox"/>	Risk of Electrical Shock	<input checked="" type="checkbox"/>
Stooping/Bending	<input checked="" type="checkbox"/>	(ability to observe an area that		Exposure to Vibration	<input checked="" type="checkbox"/>
Kneeling	<input checked="" type="checkbox"/>	can be seen up and down or			<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	to			
Sitting	<input checked="" type="checkbox"/>	the left and right while eyes are Fixed on a given point)		<b>Travel</b>	
Crouching / Squatting	<input checked="" type="checkbox"/>	<i>Depth Perception</i>	<input checked="" type="checkbox"/>	Local	<input checked="" type="checkbox"/>
Crawling	<input checked="" type="checkbox"/>	(three-dimensional vision: judge distances and spatial relationships)		Out of Town	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>				
Holding	<input checked="" type="checkbox"/>				

# Job Description

Physical Requirements		Sensory Requirements		OSHA Task Category	
Flexing / Positioning/ Twisting	<input checked="" type="checkbox"/>	<i>Ability to Adjust Focus</i> (adjust eye to bring an object into sharp focus)	<input checked="" type="checkbox"/>	At risk for exposure to blood borne pathogens (Category I)	<input type="checkbox"/>
Restraining	<input type="checkbox"/>			May have exposure to blood borne pathogens (Category II)	<input type="checkbox"/>
Repetitive Activity	<input checked="" type="checkbox"/>				
Reaching	<input checked="" type="checkbox"/>	Ability to hear	<input checked="" type="checkbox"/>	No intentional exposure to blood borne pathogens (Category III)	<input checked="" type="checkbox"/>
Speed Movement / Velocity	<input type="checkbox"/>	Ability to feel	<input checked="" type="checkbox"/>		
		Ability to taste / smell	<input type="checkbox"/>		
				List other:	

The above job description is not intended to be an exhaustive list of all responsibilities, duties, and skills required of the job but rather the minimum levels of knowledge, skills, and/or abilities to qualify for this position. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Some requirements, however, may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves and others. Management retains the right to add or to change the duties of the positions at any time with or without notice.

I hereby acknowledge that I have read and understand the position qualifications, primary duties, physical requirements and working conditions and I agree to abide by this job description for as long as I am employed by De Dietrich Process Systems or until it has been revised or my job title changes. I further acknowledge that I have reviewed this job description with my supervisor and that I have been provided a copy of this document.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

As Applicable:

I have reviewed the tasks, physical and mental requirements identified in this job description with my patient. I authorize him/her to return to work under these conditions.

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

THIS DOCUMENT DOES NOT CREATE AN EMPLOYEE CONTRACT, IMPLIED OR OTHERWISE. WE MAINTAIN AN "AT WILL" EMPLOYMENT RELATIONSHIP.