

 DOSAL TOBACCO		JOB DESCRIPTION			
Title:	Manufacturing Equipment Operator			Revision:	03
Number:	JD-031	FLSA Status:	NON-EXEMPT	Page:	1 of 6

SUMMARY

Ensures that machine is producing at standard capacity while achieving a high quality product in a safe environment. Follows housekeeping, hygiene, sanitation, pest control, safety practices. Ensures that all activities are followed based on procedures, instructions, etc., as well as ISO 9001 requirements and FDA, GMP, OSHA, & EPA regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Levels of Authority and Decision Making are indicated as follows: (1) May take action independently; (2) May take action but must advise supervisor and other respective stakeholders as needed; (3) Must receive approval/authorization before taking action.

General:

1. Communicates well and, in a timely fashion, as needed with immediate supervisor. (1)
2. Manages and enforces all procedures, instructions, etc., as well as ISO 9001, FDA, GMP, EPA, etc. practices for all assigned personnel. (1)
3. *This is not intended as an exhaustive list of duties and responsibilities.*
4. Additional duties and responsibilities may be assigned

☐ **Senior Manufacturing Operator:**

1. Serves as a back-up (or substitute) Operator for the Filter Maker, Cigarette Maker and Packer performing essential duties as listed below for each one.
2. Train and certify employees on the Filter Maker, Cigarette Maker and Packer.
3. Train employees on procedure/instructions revisions
4. Assist Manufacturing Supervisor in:
 - Monitoring machine performance such as output, reject rate, downtime and other key performance indicators; and contacting technician for machine-related issues.
 - Executing production schedule which include changeovers and the use of correct raw materials (tobacco, filter, etc.)
 - Start-up/Shutdown of equipment (air compressor, machines/equipment).
 - Ensuring a safe work environment by encouraging compliance with GMP (Good Manufacturing Practices) and identifying and reporting unsafe conditions.
5. Work with Material Handlers to ensure adequate supply and FIFO (First In, First Out) usage of materials.
6. Perform physical inventory of material as scheduled.

☐ **Filter Maker Equipment Operator:**

1. Follows start-up procedure to properly start-up machine.
2. Removes the finished filters and places them in boxes. Ensures that properly made filters are correctly stacked and stored in the raw materials warehouse.
3. Ensures that the raw material for the production of filters is used appropriately; controls the waste material.
4. Ensures proper weight, size. and pressure

 DOSAL TOBACCO		JOB DESCRIPTION			
Title:	Manufacturing Equipment Operator			Revision:	03
Number:	JD-031	FLSA Status:	NON-EXEMPT	Page:	2 of 6

5. Monitors DataEdge system and takes appropriate samples at set times.
6. Records all required information on production report.
7. Turns off the machine at the end of the day of production.
8. Follows proper shut-down procedure to correctly shut-down equipment. Ensure that the machine is completely purged of all raw materials.
9. Performs and records all tasks required on the cleaning guide.

☐ **Cigarette Maker Equipment Operator:**

1. Uses proper start-up procedure, as per training received and as outlined in the operator manual. Ensures raw material is of correct specification (tobacco, paper, filters, adhesive, cleaning materials) for the product being manufactured.
2. Removes completed cigarettes from MTF-2 and places stock on carts to be taken to packing area. On some machines an automated Flex-Link system automatically transfers cigarettes to a packaging machine.
3. Ensures cigarette parameters are at correct target range and meet set standards.
4. Properly take samples at set times.
5. Records all required information on production report.
6. Performs minor mechanical adjustments, as per training.
7. Performs a proper shut down at the end of the shift. Ensures that all raw materials and finished product has been properly purged of production line. Performs end of day cleaning with approved cleaning materials.
8. Performs and records all required tasks on cleaning guide after shutdown.
9. Adheres to GMPs, and OSHA regulations. Is properly gowned at all times, without exceptions.

☐ **Packer Equipment Operator:**

1. Uses proper start-up procedure, as per training received and operator manual. Ensures materials are of correct specification for the product being manufactured (labels, cartons, master cases, foil, cellophane, tare tape, inner frame, adhesive, and cleaning materials).
2. Correctly adjusts date code and ensures that packer is utilizing the correct shift date code.
3. Places cartons in master cases and master cases onto automated conveyor. Packaging machines having automatic case erectors do not require the manual transferring of cartons into master cases.
4. Properly records inspection checks at set times.
5. Records all required information on production report.
6. Properly shuts down equipment and ensures that all finished product has been purged of production line. Completes a thorough cleaning of equipment and work area.
7. Performs and record all required tasks on cleaning guide.
8. Adheres to GMPs, and OSHA regulations. Is properly gowned at all times, without exceptions.

☐ **Manufacturing Equipment Operator (MEO) Job Levels:**

MEO 1 – Trained and certified at either the *KDF*, *Maker (Mark 9 or Protos)*, or *both*.

MEO 2 – Trained and certified at the *Packer*.

 DOSAL TOBACCO		JOB DESCRIPTION			
Title:	Manufacturing Equipment Operator			Revision:	03
Number:	JD-031	FLSA Status:	NON-EXEMPT	Page:	3 of 6

Trainer – Assigned by the Manufacturing Manager, an MEO or MA responsible for the training of manufacturing personnel for a specified period of time (i.e. not a full-time position). Individuals assigned to train must have two years minimum experience at the position.

Supervisory Responsibilities

These positions have no supervisory responsibilities.

Compliance Requirements

Functions in compliance with/to...

1. Dosal Tobacco Corporation (Dosal) Quality Management System (QMS) i.e. Manual, Procedures, Instructions, Forms, and Records demonstrating familiarity with the Quality Policy, Organizational Charts, and Process Charts.
2. The following international standards: ISO 9001.
3. Legal and regulatory federal, state, county, and city requirements i.e. Environmental Protection Agency (EPA), Food and Drug Administration (FDA), Occupational Health and Safety Administration (OSHA), Alcohol and Tobacco Tax and Trade Bureau (TTB), Alcohol, Tobacco and Firearms (ATF), etc.
4. Rules set forth in the Employee Handbook, and Job Description.
5. Good Manufacturing Practices – current- (cGMPs) – requirements.
6. Good housekeeping, hygiene, sanitation, and pest control practices.
7. All safety practices and assures they request to be properly trained.
8. Reporting any potentially unsafe working conditions immediately.
9. Reporting promptly any accidents to the applicable person in the Human Resources function, or if unable to do so, have their representative do so, and otherwise take appropriate action.
10. Not making any discriminatory remarks.
11. Taking appropriate action regarding notification of Human Resources with respect to sexual harassment.
12. Affirmative Action Plan and respects Diversity.

Adheres to...

1. Dress, Grooming, Pest Control, Hygiene, and Sanitation requirements.
2. Preventive Maintenance and Calibration requirements.
3. Health, Safety, and Environmental requirements.
4. Disciplinary, Security and Work Rules requirements.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

1. Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
2. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

 DOSAL TOBACCO		JOB DESCRIPTION			
Title:	Manufacturing Equipment Operator			Revision:	03
Number:	JD-031	FLSA Status:	NON-EXEMPT	Page:	4 of 6

3. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long working hours when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
4. Interpersonal Skills - Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
5. Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate persons in decision-making process; Makes timely decisions.
6. Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through activities; Supports affirmative action and respects diversity.
7. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
8. Quantity/Quality - Strives to increase productivity; Works with direct report managers to determine appropriate quantities required for different areas, such as personnel, stock levels, etc. this list not being all inclusive. Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve production performance; Monitors own work to ensure quality.
9. Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions.
10. Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Places success of organization and team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma, general education degree (GED) or mechanical technology education or training; mechanical or electrical apprenticeship or four years or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memorandums, understand and speak in English and/or Spanish. Ability to write simple correspondence. Ability to

 DOSAL TOBACCO		JOB DESCRIPTION			
Title:	Manufacturing Equipment Operator			Revision:	03
Number:	JD-031	FLSA Status:	NON-EXEMPT	Page:	5 of 6

effectively present information in one-on-one and small group situations to customers, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers, and to multiply and divide with 10's and 100's. Ability to perform these operations using units and weight measurement, volume, and distance. Ability to use a calculator. Ability to understand and use United States Standard Decimal and Metric measurements.

Reasoning Ability

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

Computer Skills

Ability to use record-keeping software and general computer literacy.

Certificates, Licenses, Registrations

None.

Other Skills and Abilities

Ability to work measuring calipers, rulers, calculators, etc.

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

While performing the duties of this job, the employee is regularly required to smell, stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and equipment. The employee is occasionally exposed to wet and/or humid conditions, lint or airborne particles; heat during summer fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock and vibration. The noise level in the work environment is usually loud.

 DOSAL TOBACCO		JOB DESCRIPTION			
Title:	Manufacturing Equipment Operator			Revision:	03
Number:	JD-031	FLSA Status:	NON-EXEMPT	Page:	6 of 6

I have read and understood the above Job Description, and agree that it is representative of the requirements of the position.

Employee:			
Signature:		Date:	