



JOB DESCRIPTION

Job Title: General Labor

Classification: Non-Exempt

Department: Production

Reports To: Shift Production Supervisor

Date: 08/16/2018

Overview

Superior Fibers, LLC is the leading innovator in glass filament media located in Reedsville, West Virginia and has manufactured there since 1978. The company manufactures fiberglass for the filtration, daylighting and composites markets and exports globally.

Summary

The General Labor position is a valuable part of our production team, ensuring our production quotas are met in a timely fashion while observing the highest standards of safety and quality. You will need to be reliable and punctual, able to perform physical tasks that are repetitive, and lift up to 50 lbs on an intermittent basis.

The Superior Fibers manufacturing plant operates 24 hours per day with a schedule of 4 days on and 4 days off. It is a locked schedule of either 6:00am to 6:00pm or 6:00pm to 6:00am.

The starting wage for a General Labor position is \$12.00 per hour with an increase to the wage rate of \$13.00 per hour upon successful completion of a 90 day probationary period. Superior Fibers also offers shift differential payment for those working night-shift. Overtime of one and one-half times rate of pay for all hours worked over 40 hours in a workweek (opportunities available on a weekly basis). Additionally we offer a comprehensive benefits package including medical, dental, vision, 401k, incentive programs, disability programs, and life insurance upon completion of the 90 day probationary period.

Employees are required to pass a pre-employment drug screen and are subject to testing while employed if injured on the job or the Company has a reasonable suspicion of drug use.

Essential Functions

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

1. Work on the production line with consistent speed and accuracy
2. Ensure the production requirements and standards are met consistently
3. Make every effort to increase productivity and efficiency without compromising quality
4. Complete packaging tasks such as packing and stacking
5. Operate machinery correctly and maintain it with care
6. Report any machinery issues to management
7. Work cooperatively with the production team to meet quotas and goals
8. Maintain a clean and safe work area
9. Observe all safety guidelines and report safety concerns to management
10. Follow all written and verbal instructions
11. Attend all safety and production trainings
12. Demonstrate a positive and professional attitude
13. Able to work overtime as needed, including nights and weekends

Competencies

1. Flexible schedule and willingness to work shift preferred
2. Must be available for nights and weekend/occasional overtime
3. Basic math, reading, and writing skills for reading and understanding production documents and safety manuals
4. Physically capable of manual labor that includes lifting, bending, and reaching with ability to lift 50 lbs. on an intermittent basis
5. Able to work 12 hour shifts standing
6. Reliable and punctual
7. Positive attitude and willingness to work as part of a team

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Work Environment

The manufacturing production environment will include extreme cold and heat, working near moving mechanical equipment such as forklifts, exposure to fumes or airborne particles. Noise level in the work environment is usually moderate but can be loud when in the forming area.

Physical Demands

Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required include close vision, distance vision, peripheral vision and depth perception. Frequently required to sit; stand; walk; reach with hands and arms.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are 4 days on and 4 days off; locked schedule of either 6:00am to 6:00pm or 6:00pm to 6:00am.

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.