



To revolutionize the building products industry.

RGuard Machine Operator/Packager

Immediate Supervisor: RGuard Production Supervisor

Department: 019704

Classification: ☐ Exempt **X** Non-exempt

Updated 2.21.24



ESSENTIAL FUNCTIONS

- Follow manufacturing orders to properly cap, label and fill containers using automated or manual equipment.
- Lifting and placing containers in cardboard boxes for shipping.
- Stacking cases/containers on pallets.
- Clean-up of work area.
- Wearing appropriate protective equipment and following all safety precautions.
- Documentation of manufacturing orders.
- Daily minor maintenance, set-up, operation, troubleshooting and clean-up of fill packaging lines and presses.
- Responsible for reporting leaks, defects and/or spills in containers before they are packaged and shipped.
- Responsible for verifying label with manufacturing orders.
- Handling hazardous waste according to training to including proper waste management, container labeling and dating, and following storage requirements.
- Perform other duties as assigned, if qualified, to meet business demands.

OTHER RESPONSIBILITIES:

- Complete all assigned training courses.
- Contribute to a safe and environmentally secure work environment for themselves, their coworkers, and our customers by following established safety procedures.
- Perform other duties as assigned, if qualified, to meet business demands.



SUPERVISORY RESPONSIBILITIES

N/A



People~Preferred~Productivity~Principles~Portfolio~Performance



KNOWLEDGE, SKILLS & ABILITIES

- Must be self-motivated and able to keep up with production demands.
- Must be able to communicate effectively and interact well with a variety of personalities within a production environment.
- Must be flexible and willing to help others when requested.
- Must be able to follow instructions and work with minimal supervision.
- Must be able to work under pressure and meet production deadlines.
- Due to the nature of our business, the ability to understand, read and write English fluently is required for safety reasons.
- Use of the following equipment:
 - Box cutters
 - Tape gun
 - Lot code printers
 - PolyClip – TSCA 65 sealing/clipping machine
 - ProSys – CMX machines
 - Ross – Presses
 - Drum crusher
 - Pallet jack
 - Floor scales
 - Miscellaneous hand tools.



PHYSICAL DEMANDS

See attached Physical Aspects for R-Guard Machine Operator/Packager.



WORKING CONDITION & ENVIRONMENT

This position requires exposure to various chemicals in a production environment. Exposure to dust, vapors, gases, and chemicals is probable and personal protective equipment (PPE) is required.

Production area is not an airconditioned environment but is equipped with adequate air flow handling equipment and ventilation system. Production area is heated during the winter months.



EDUCATION - CERTIFICATION

High School Diploma or its equivalent.



Physical Aspects for R-Guard Machine Operator/Packager

Primary work location:

☐ Office ☒ Production/Warehouse ☐ Lab ☐ Other _____

In an average day, employee is required to: (Highlighted and bolded ... number of hours ... for each activity)

• Sit	1	2	3	4	5	6	7	8	
• Stand	1	2	3	4	5	6	7	8	
• Walk	1	2	3	4	5	6	7	8	
• Forklift	N/A	1	2	3	4	5	6	7	8

In an average workday, employee must:

	Not At All	Occasionally (15 min – 2 ½ hours)	Frequently (2 ½ hours-5 ½ hours)	Continuously (5 ½ + hours)
• Twist/bend/stoop	☐	☐	☐	X
• Climb (ladders)	☐	X	☐	☐
• Reach (above shoulder)	☐	X	☐	☐
• Kneel	☐	X	☐	☐
• Balance	☐	X	☐	☐
• Push/Pull	☐	X	☐	☐
• Squat	☐	X	☐	☐
• Crawl	☐	X	☐	☐
• Crouch	☐	X	☐	☐
• Carry	☐	☐ ___ lbs.	X 65 lbs.	☐ ___ lbs.
• Lift	☐	☐ ___ lbs.	X 65 lbs.	☐ ___ lbs.
• Use hands for repetitive action such as:				
	Simple Grasping	Firm Grasping	Fine Manipulation	
Right hand:	X	X	X	
Left hand:	X	X	X	

Job requires:

X Yes ☐ No

X Yes ☐ No

☐ Yes **X** No

☐ Yes **X** No

☐ Yes **X** No

☐ Yes **X** No

X Yes ☐ No

☐ Yes **X** No

Working at heights **X** Occasionally ☐ Frequently ☐ Continuously

Operating production equipment

Office equipment (computer, iPad, 10-key, etc.)

Computer knowledge (software, e-mail, internet, etc.)

Keyboarding ☐ Occasionally ☐ Frequently ☐ Continuously

Exposure to marked changes in temperature and humidity

Exposure to dust, vapors, gases, chemicals

Travel for work (If yes, by what means and how often.)

