

BARDONS & OLIVER

Solon, Ohio

General Laborer

Summary:

Cleans floors, machines, building surfaces and restrooms. Separates and moves material, waste and chips. May have duties such as mixing, distributing and recycling coolant. Operates equipment such as manual and powered hand trucks, snow blowers, powered floor sweepers, and trash compactors.

Common Duties:

- Applies Lean principles, Bardons & Oliver Quality Policy and Quality System, and Safety Procedures. Maintains orderliness, cleanliness, security and functionality of work area and equipment used.
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- Can navigate Computerized Manufacturing System to find all data needed and to report labor and production information.
- Responsible for participation in ADP program, including goals establishment and skills development.

Essential Duties and Responsibilities - Includes the following (other duties may be assigned):

- Mixes and adds coolant to machine coolant reservoirs. Maintains coolant percentage at various machines per instructions. Maintains written records of coolant concentrations at each machine. Leaves extra coolant at end of shift sufficient to cover coolant needs occurring prior to return to work.
- Reclaims coolant from sumps, drains, skimmers and coolant tanks using shop vacuums or air-powered drum pumps. Puts reclaimable dirty, or oily, coolant into a coolant cleaner. Operates the coolant cleaner and maintains its skimmer, filters, drains and oil collection system in such a way as to produce clean coolant and prevent overflow of oil or coolant.
- Cleans shop floors, restrooms, walls and shelving. Uses a powered floor scrubber, or a mop and bucket, to clean floors. Carries out a periodic cleanup of the area outside the building. Cleans machines and equipment after using appropriate lockout procedures. Removes dirt, metal chips and shavings from floors, coolant tanks and machine pits using dust mops, magnetic sweepers and/or shop vacuums.
- Informs supervisor or purchasing department of impending shortages of coolant concentrate, floor cleaner, RO or DI water for making up coolant, oil absorbent, restroom supplies or any other materials or equipment they need to carry out their duties. Reports nonfunctioning coolant system pumps, switches and filters and does basic replacements as needed.
- Empties trash receptacles. Transports trash to compactor or outside receptacles.
- Uses manual and powered hand trucks to move drums, materials and coolant.
- Oversees the accumulation and storage of waste water and waste oil. Assists in and signs for the pickup of waste water from drums and tanks. Prevents the addition of flammable or hazardous materials to waste water containers. Maintains proper labeling of chemical containers and waste containers.
- Oversees the segregation and stacking of various types of barrels
- Distributes and collects shop rags and RAS absorbent rugs.
- Plugs in powered hand truck and floor scrubber for re-charging as required.
- Uses snow blower, snow shovel and salt to clear snow and ice from sidewalks and areas the snow plow can't reach.