



JOB DESCRIPTION

TITLE: Process Analyst

DEPARTMENT/DIVISION: Lab

SUPERVISOR: Direct – Shift Foreman
Functional – Quality Control Superintendent

POSITION DESCRIPTION: The Process Analyst is responsible for checking on product quality and providing technical input to the total plant process to ensure the manufacture of quality product at the lowest possible manufacturing cost. The objectives are to determine all critical process setpoints and monitor the actual results are in accordance with the standards established.

ESSENTIAL /PRIMARY JOB DUTIES: **Duties will include but not be limited to:**

1. Monitor all test situations in the plant as required to maintain consistent process conditions.
2. Determine the physical quality of finished panels during the shift and report the results to the Shift Foreman.
3. Adjust the process controls within approved limits, record changes made and report these changes to the Shift Foreman and Quality Control Superintendent.
4. Work closely with the Shift Foreman and the Quality Control Superintendent to ensure consistent quality production. Ensure that good communications are maintained with other production persons to optimize safe and efficient operations with a minimum of downtime.
5. Maintain all facilities in the Laboratory area in safe and effective working order.
6. Assist in training of mill employees.
7. Establish safe working practices and conditions and correct any unsafe methods that occur.
8. Assist Tradepersons and Production persons in the repair and maintenance of equipment.
9. Participate in rotation and exchange of assignments with other Production persons specifically blending, forming and press area operators as scheduled and required.
10. Carry out any preventive maintenance as required.
11. Responsible for maintaining clean operating conditions in all areas under the operator's jurisdiction.

12. Perform any quality control test and sampling as required.
13. Record and assess required data pertaining to the operation of the plant and equipment contained therein.
14. On the basis of experience recommend changes and improvements beyond approved limits to the Shift Supervisor and Quality Control Coordinator.
15. Provide break and lunch relief as scheduled and required.
16. Responsible for being present and on time for work each day.
17. Responsible for complying with all work rules, including those that pertain to Safety and Health.

OCCASIONAL/MARGINAL JOB DUTIES:

1. Perform and all duties as may be required for the fulfillment of his/her responsibility.

EDUCATION/EXPERIENCE:

1. High School Diploma or Equivalent to advance.
2. Be familiar with the operation of all Main Processing area equipment.
3. Must be capable of operation general office equipment within operation assignment such as calculators, tabulating equipment, photocopiers, etc. Must have the manual dexterity and skills to use appropriate testing and measuring equipment such as measuring tapes, micrometer, moisture meter, gauges, weigh scales, universal testing machine, etc. Strong mathematical skills necessary. Must have strong organizational skills.
4. OSHA Lift Truck Certification
5. OSHA Manlift Certification
6. OSHA Confined Space

MANUAL/PHYSICAL SKILLS:

1. Must have good basic mathematical skills.
2. Must have manual dexterity and skills to use equipment control consoles and appropriate testing and measuring equipment such as measuring tapes, moisture meter, gauges, weigh scales, etc.
3. Good eye/hand coordination.

COMMUNICATION SKILLS:

1. Strong verbal/hearing skills required.
2. Grammar/written skills needed.

HOURS OF WORK:

Works 12 hour shifts on a 3-2-2 rotating schedule. Two weeks on day shift then two weeks on night shift.

PHYSICAL REQUIREMENTS

1. Must be physically fit and capable of performing a variety of strenuous activities as outlined in essential/primary duties section.
2. Must be able to lift and carry a minimum of 50 pounds and up to a 100 pounds.
3. Continual monitoring of all test stations requires substantial walking and stair climbing.
4. Exposed to high noise and heat level environments.
5. Must be able to work both day and night shifts.

I HAVE READ AND UNDERSTAND THE ESSENTIAL AND MARGINAL DUTIES FOR THE ABOVE JOB DESCRIPTION AND ACKNOWLEDGE THAT I CAN _____ /CANNOT _____ PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMODATION.

SIGNATURE

DATE

IF REASONABLE ACCOMODATIONS ARE REQUESTED, PLEASE LIST THE ACCOMODATIONS BELOW:
