



Position: Inspector/Packager

Reports To: Shift Supervisor/Production Manager

To Apply: Applications accepted at Rowmark, 2040 Industrial Drive, Findlay OH
Monday through Friday 8 a.m. to 4 p.m.

Expected Attributes of Employees:

- Exhibit a positive attitude
- Show personal drive, ambition, and always maintain integrity
- Demonstrate honesty and trustworthiness, responsibility, and accountability
- Set personal and professional goals, while demonstrating high work ethics
- Balance issues emotionally and objectively
- Communicate at the most direct level
- Inspire others
- Empathize with other employee concerns

Qualifications:

- Good communication skills.
- Ability to operate forklift.
- Basic computer skills.
- Able to accurately read and record gauge measurements.
- Legible handwriting.

Primary Duties & Responsibilities:

- Inspect and package finished product according to quality specifications and correct procedures. Ask for direction when required. After proper training provided, work at expected rate of speed as outlined by Supervisor.
- Understand Quality system: Work Instructions and Check Sheets. Use appropriately. Accountable for following all instructions as given in these documents.
- Inspect product to consistently meet Quality inspection criteria. Communicate any issues to Extrusion Operator immediately. Make sound judgments on product quality, ask for assistance when needed. Perform quality checks as scheduled, enter quality check data into QDS system as required.
- Accountable for line gauge and tape measure, and other equipment (gloss meter, color meter, etc)
- Count product correctly and accurately for packaging.
- Operate all inspection tools as required.
- Assist with start-up and shutdown of line, as needed.
- Operate grinder.
- Assist with roll changes, die disassembly, cleaning and assembly.
- Maintain good housekeeping and safety practices.
- Clean grinders, as needed.
- Operate RF handheld and labeling systems as required for the position
- Keep scrap peeled, cut and ground in a timely manner.
- Maintain adequate packaging supplies at the end of the line.
- Put away full skids in their appropriate place. Understand location transfer system.
- Mark excess scrap on skids appropriately and clearly.
- Isolate all non-conforming material by following non-conforming procedure.
- Communicate any continuous improvement opportunities to supervisor
- Share appropriate and relevant information from current shift to Operators/Inspector Packages on next shift.



- Assist other inspectors when appropriate.
- Maintain proper care and storage of Quality Masters
- Complete all other projects and tasks assigned by supervisor.

GENEX Services Functional Job Analysis

Employer	Rowmark, LLC
Job title	Inspector Packer
Working Environment	Work is performed in a manufacturing environment with exposure to heat and fumes
Job Summary	Responsible for the packing of finished product and quality inspection
Physical Demand Requirement of Job*	Medium

**Based on Dictionary of Occupational Title's Physical Demand Characteristics of Work, Revised 1991*

Date of Analysis	3/2009
Evaluator	James Bartczak MA, CRC, TWD (originally with updates from Supervisors)

Essential Job Functions & Associated Functional Task Elements

	Essential Functions	Job task elements	Equipment/tools used
Task #1	Product Inspection	-utilize gloss and color meters, tape measure and line gauge in order to determine proper quality criteria are met -keep correct product count	Gloss meter Color meter Line Gauge Tape measure
Task #2	Package finished product	-assemble shipping boxes for packing -stack finished product into packing boxes for shipping	Shipping Boxes
Task #3	Operate Forklift	-using hand and foot controls, operate forklift in order to stage packed product for shipping	Forklift
Task #4	Grind scrap product	-load scrap product into grinder for proper recycling of materials -keep grinders clean and free of debris	Grinder
Task #5			

**Job tasks may change depending on production/work schedules*