

**Job Class Profile:**            **Liquor Blender I**

**Pay Level:**                      **CG-22**                      **Point Band:**                      **364-387**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	2	1	3	5	2	1	3	1	5	
Points	93	17	19	24	60	22	62	21	54	372

## JOB SUMMARY

The Liquor Blender I assists the Liquor Blender II in the preparation of spirits for bottling and the monitoring and maintenance of quality control.

### Key and Periodic Activities

- Inspects tankers for safety and damage; cleans and purges empty tankers; and places appropriate transport symbols on tanks.
- Unloads various containers of products and transfers between tanks; sets up pumping equipment; monitors process to prevent spillage.
- Cleans tanks to receive spirits and other ingredients used in the blending process; ensures water quality by cleansing water treatment and filter equipment.
- Weighs products and confirms accuracy of scales; proportions various ingredients as required by formula.
- Installs appropriate filter media in filtration equipment and ensures proper filtration procedures are followed.
- Transfers products to a variety of tanks and ensures accuracy of transferred quantities; checks and ensures cleanliness of product.
- Collects and prepares products and packaging samples for quality control analysis; completes all necessary documentation for approval by Quality Control Manager.
- Uses a variety of equipment such as hydrometers, thermometers, pressure gauges, flow meters, colorimeters and turbid meters to monitor the blending process.
- Maintains cleanliness of work areas and all equipment and premises that are used during the blending process.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Blending and filtering procedures.

- Operation and maintenance of pumping, water treatment and filtration equipment.
- Handling and transport of dangerous goods.
- Fall Arrest Training.
- Product knowledge.
- Newfoundland Liquor Corporation (NLC) Policies and Procedures.

**Formal Education and/or Certification(s):**

- Minimum: High School Diploma.

**Years of Experience:**

- Minimum: 1 Year.

**Competencies:**

- Ability to follow basic instructions and work processes.
- Ability to apply established techniques to the completion of activities.
- Ability to repair or calibrate machinery.
- Ability to operate machinery and equipment.
- Ability to multi-task.

**Interpersonal Skills**

- Interpersonal/communication skills used include listening to information and asking questions to get information related to blending and quality control requirements.
- Most significant contacts are with the Quality Control Manager for advice and guidance on unusual matters and with more senior staff in the performance of daily blending operation activities.

## EFFORT

**Physical Effort**

- The demands of the job occasionally results in fatigue, requiring periods of rest.
- Lifting or moving hoses or containers of various types of products weighing less than 25 lbs. is required on a regular basis and lifting or moving objects over 50 lbs. occurs occasionally.
- Standing, walking up and down stairs, climbing and working in awkward or cramped positions or requiring body movements such as bending, kneeling, reaching and stretching when inspecting and/or cleaning tanks, hooking up hoses, etc. is required on a regular basis.
- Manual or physical activities include maintaining physical balance on a constant basis and regularly using hand tools that require accurate control and steadiness and using gross motor skills.

**Concentration**

- **Visual** concentration or alertness is required when inspecting tankers for safety and damage, cleaning and purging tankers, placing appropriate symbols on tanks, weighing products, operating equipment, etc.
- **Auditory** concentration or strain is experienced when working in a noisy factory environment and interacting with manager and/or other employees.
- Other sensory demands such as **smell** are important to ensure that the correct ingredients are

<p>used and to ensure that there are no spills or leaks.</p> <ul style="list-style-type: none"> <li>— <b>Alertness and concentration</b> is required when performing repetitive tank inspections, cleaning tanks, weighing products, etc. A <b>high level of attentiveness or alertness for the health and safety of others</b> is required when collecting and preparing products and packaging samples for quality control analysis and when cleansing water treatment and filter equipment to ensure water quality.</li> <li>— <b>Time pressures and deadlines</b> are experienced regularly when trying to meet the production schedule. <b>Interruptions and lack of control over work pace</b> can occur with equipment malfunction or conflicting priorities.</li> <li>— <b>Exact results and precision</b> are required when weighing products, proportioning various ingredients, inspecting tankers for safety and damage, etc.</li> </ul>
<b>Complexity</b>
<ul style="list-style-type: none"> <li>— Work involves assisting in the preparation of spirits for bottling and the monitoring and maintenance of quality control procedures which involves a series of tasks and activities that are different but use similar skills and knowledge.</li> <li>— A typical problem or challenge is ensuring that cross contamination does not occur when preparing several types of products concurrently.</li> <li>— Reference material to assist in addressing problems, challenges and issues include a procedures manual for basic blending activities, specifications, NLC Policies and Procedures and direction, advice and guidance from more senior staff and management.</li> </ul>

## RESPONSIBILITY

<b>Accountability and Decision-Making</b>
<ul style="list-style-type: none"> <li>— Work is conducted under close supervision and direction and receives specific daily task instructions.</li> <li>— Works independently in carrying out the day-to-day activities in accordance with NLC Policies and Procedures. Problems or issues can be referred to the senior blender or supervisory officials.</li> <li>— Supervisory approval is required for any deviation from assigned tasks.</li> </ul>
<b>Impact</b>
<ul style="list-style-type: none"> <li>— Work results can impact the immediate work area, department, organization and on customers/clients/general public.</li> <li>— Work activities impact resources such as equipment, processes and systems, information, finances, facilities, material resources, human resources, health and safety and corporate image.</li> <li>— Mistakes or errors can impact finances and material resources with product wastage, product unavailability and lost sales; and cause health and safety issues for customers/clients/general public if cross contamination of products occur.</li> <li>— Work tasks and activities are highly monitored or controlled. Work is guided by NLC Policies and Procedures and is reviewed through periodic checks of work in progress by the Quality Control Manager. Mistakes or errors are typically identified and resolved within hours of problem identification.</li> </ul>

### **Development and Leadership of Others**

- Does not have full time responsibility for the direct supervision of staff and are not required to provide development and leadership to others.

## **WORKING CONDITIONS**

### **Environmental Working Conditions**

- Required to wear basic safety equipment such as safety shoes, hard hat and safety vest on a daily basis. Hearing protection, fall arrest equipment and masks are required when working in the factory or on top of tanks.
- The likelihood of minor cuts, bruises, abrasions or minor illnesses resulting from hazards in the job is significant. Fractures or other injuries are moderate and partial or total disability is limited if all health and safety regulations are followed.
- There is constant exposure to unusual/distracting noise when working in the factory and odours resulting from the blending of spirits. Also exposed to other environmental working conditions such as dirt, dust, filth or garbage, fumes, hazardous chemicals, wet or slippery surfaces, awkward or confining spaces when working under tanks, temperature extremes, sharp objects and heavy machinery. There is occasional exposure to glare, limited ventilation and lighting, vibration, dangerous heights when working on top of tanks, and adverse weather conditions when unloading tankers outside.