

Job Class Profile: Liquor Blender II**Pay Level: CG-26 Point Band: 490-533**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	3	2	3	5	2	2	3	3	5	
Points	140	33	19	24	60	43	62	64	54	499

JOB SUMMARY

The Liquor Blender II is responsible for the preparation of spirits for bottling which includes receiving raw materials, blending, filtering and performing quality control checks.

Key and Periodic Activities

- Blends spirits which involves performing mathematical calculations to determine blending ratios of bulk alcohol to water and other ingredients, weighing ingredients for accuracy, physically transferring bulk spirits and water through piping, hoses and tank systems and preparing several types of products concurrently while ensuring that there is no cross contamination.
- Installs appropriate filtration media in filtration equipment and monitors the filtration process using tank scales and pressure and flow gauges.
- Receives bulk alcohol products, transfers products into tanks or barrels and verifies the accuracy of quantities transferred. Inspects tanks and barrels to ensure compliance with safety standards.
- Prepares various reports including receiving reports, blending sheets, tank reports, water reports, quality control check reports, sample approval documents, insurance cost reports and tank inspection reports.
- Provides instruction to employees on a daily basis.
- Performs quality control testing using laboratory equipment and quality control procedures to ensure accuracy of amounts of bulk alcohol, water and ingredients.
- Schedules and coordinates blending activities as well as tank pick-up and delivery.
- Maintains library of sample products and labels and ships to customers.
- Cleans tanks, hoses, filtration equipment and blending area on a regular basis.
- Performs monthly inventory counts on ingredients and processing materials and recommends quantities to reorder.
- Performs 2 year end inventory counts on all bulk, in process, blended products and ingredients and reports to quality control manager.
- Performs periodic inspections of blending equipment.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Knowledge of blending and filtering procedures. — Transportation of Dangerous Goods. — Fall Arrest Training. — Product knowledge. — Knowledge of equipment including tank scales, filtration equipment and laboratory equipment. <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: High School. <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 2 to 3 years. <p>Competencies:</p> <ul style="list-style-type: none"> — Ability to repair or calibrate machinery. — Ability to operate machinery. — Ability to perform mathematical calculations. — Ability to multi-task.
Interpersonal Skills
<ul style="list-style-type: none"> — Interpersonal/communication skills used include listening to information from manager and other supervisors and asking questions to get information related to production requirements to ensure that mistakes are not made, providing routine information and direction and instructing, teaching or training the staff to ensure tasks are completed on time, and gaining the cooperation of others to complete work and solve problems. — Most significant contacts are with the supervisors and manager on production plans, blending activities and quality control checks to ensure that the correct spirits are available for production, with employees within the department to provide instruction to ensure that staff is aware of blending activities and tank hook-ups, pumps, etc., and from time to time with suppliers for tanker delivery, pick-up and coordination of delivery times and amounts.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — The demands of the job occasionally results in considerable physical 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
<ul style="list-style-type: none"> — There is a regular requirement for visual concentration or alertness when observing equipment during blending and filtration processes, ensuring there is no spillage, tank overflow or hazards and when taking visual readings on equipment such as a plant gas detector for alcohol fumes. — Auditory concentration or strain is experienced when communicating with others and listening to instructions when working in a noisy factory environment. — Other sensory demands such as smell are important to ensure that the correct ingredients are used and to ensure that there are no spills or leaks. — Alertness and concentration for the health and safety of others is required when offloading a tank of bulk alcohol and using high pressure air to ensure that it does not pose a safety risk. — Time pressures, interruptions, deadlines and lack of control over work pace are experienced regularly when trying to meet the production schedule. — Exact results and precision are required when performing blending and filtering processes, performing quality control checks to ensure accurate results and ensuring that ingredient amounts meet exact product specification.
Complexity
<ul style="list-style-type: none"> — Work involves preparing spirits for bottling and quality control monitoring which can involve a series of tasks and activities that are different but allow the use of similar skills and knowledge. — A typical problem or challenge is planning and organizing the blending process which involves determining how much product to blend to ensure that it meets the production schedule. — Reference material to assist in addressing problems, challenges and issues include a procedures manual for basic blending activities, specifications, and advice from manager and/or plant supervisors as well as previous blending records.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work tasks and activities are moderately prescribed or controlled and daily work activities to meet production plan for bottling are carried out independently. — Without formal approval decisions can be made related to planning and organizing blending activities. Product adjustments can be made provided it meets specification guidelines. — Supervisory approval is required to make changes in the blending procedures or equipment, to purchase materials and to make changes to product availability. — Discretion and judgement is exercised when scheduling and planning daily activities to meet production plan. — Provides advice to other employees on how to complete different tasks and on how to solve problems with equipment.
Impact
<ul style="list-style-type: none"> — Work results impact the immediate work area, department and group, within and outside the

organization and on customers/clients/general public.

- Work activities impact resources such as equipment, processes and systems, information, finances, facilities, material resources, human resources, health and safety and corporate image.
- Mistakes or errors can have a financial impact as a result of loss of product, product unavailability and lost sales, and cause health and safety issues for customers/clients/general public if cross contamination of products occur.
- Work tasks and activities are moderately prescribed or controlled and daily work activities to meet production plan for bottling are carried out independently. Errors are typically identified and resolved within hours of problem identification, however, the frequency of error is low based on quality controls in place.

Development and Leadership of Others

- Does not have full time responsibility for the direct supervision of staff.
- Conducts training, delegates tasks, provides feedback and technical advice to liquor blender assistant, other staff and maintenance contractors.

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.