

**Job Class Profile:            Production Line Worker (NLC)****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	5	5	2	1	2	1	5	
Points	93	17	32	24	60	22	41	21	54	364

**JOB SUMMARY**

The Production Line Worker is responsible to perform production line tasks related to the bottling of spirits and wines.

**Key and Periodic Activities**

- Performs production line tasks including receiving raw materials, washing bottles, placing and removing bottles from production line, inspecting product during various stages of production and at end of line production, capping product, labeling bottles with information, Universal Product Codes (i.e. UPCs), neck shrinks and stamps with date and placing finished product into cartons and places on pallets as per product specification and codes cases.
- Operates various equipment such as case sealer, carton erectors, fillers, cappers, hydraulic straddle stacker, walkie rider, forklifts and pallet jacks during various stages of production.
- Takes samples to ensure quality control.
- Keeps accurate counts of daily production for inventory purposes and assists in counting and verifying monthly and yearly inventories.
- Maintains a safe and clean environment. Cleans bottling equipment. Checks tank' valves and changes hoses and filters.
- Makes special gift packs for holidays and special promotions.
- Performs minor equipment repairs.

**SKILL****Knowledge****General and Specific Knowledge:**

- Production Line Processes
- Safe Work Practices

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

- Minimum: High School Diploma

**Years of Experience:**

- Minimum: 1 year in production line work

**Competencies:**

- Follow basic instructions and work processes
- Operate machinery
- Work independently

### Interpersonal Skills

- A range of interpersonal skills are used including listening to supervisor for direction and asking questions to understand tasks and providing routine information and direction to others.
- Communications occur with employees within the immediate work area and department including supervisor/manager and other production line workers.
- Most significant contacts are with co-workers to work as a team in the performance of daily production line activities; supervisor/manager for assignment of work tasks and guidance/advice to solve problems or issues and operators who set the pace for line workers to ensure that the line runs as efficiently as possible.

## EFFORT

### Physical Effort

- The demands of the job occasionally result in considerable fatigue, requiring periods of rest.
- Lifting or moving objects less than 10 pounds is constantly required and lifting or moving objects over 50 lbs is performed occasionally. Examples include lifting glass bottles to the line, putting product in carton and placing cartons on pallet.
- Work requires standing for extended periods of time and occasionally working in awkward or cramped positions. Body movements such as bending and stretching are required to place bottles on assembly line.
- Manual or physical activities include performing fine finger or precision work when labelling products, using hand tools that require accurate control and steadiness, using gross motor skills when standing and lifting, using machinery or equipment that requires very controlled movement, using equipment that requires rapid physical movement and reflexes and maintaining physical balance. Operating heavy equipment such as a forklift may also be required.

### Concentration

- **Visual concentration or alertness** is required when inspecting products on a moving assembly line to ensure that a damaged or defective product does not reach the consumer. This involves checking labels, caps, fill height, and checking to ensure bottles are not chipped.
- **Auditory concentration or strain** is experienced when communicating/interacting with co-workers and supervisor and when listening for equipment such as forklifts and pallet jacks in a noisy environment.
- **Repetition requiring alertness** is required when performing tasks such as placing bottles on the line to ensure they are standing in the correct position and direction or when placing labels on bottles. **Higher than normal levels of attentiveness or alertness for the health and safety of others** is required when operating equipment.
- **Time pressures and deadlines** are experienced regularly as daily production schedule must be met to ensure product is ready for shipping. **Lack of control over work pace** is experienced regularly as the line speed is set by the operator based on the target production schedule for the

<p>day which varies the pace of work.</p> <ul style="list-style-type: none"> <li>— <b>Exact results and precision</b> are required when performing inspections, placing labels or seals on products, and cap configuration.</li> </ul>
<b>Complexity</b>
<ul style="list-style-type: none"> <li>— Work involves performing various production line tasks in a liquor bottling facility and involves performing tasks that are repetitive, different and well defined requiring the use of similar skills and knowledge.</li> <li>— A typical problem is when production slows down on the line and employees must identify ways to keep the production line running smoothly.</li> <li>— Reference material to assist in addressing problems, challenges and issues include operating procedures, guidelines, and advice and guidance from co-workers and supervisor.</li> </ul>

## RESPONSIBILITY

<b>Accountability and Decision-Making</b>
<ul style="list-style-type: none"> <li>— Work tasks and activities are outlined by supervisor; production targets and schedules are established and final product is monitored through regular inspections.</li> <li>— All major duties require supervisory decisions before action is taken.</li> </ul>
<b>Impact</b>
<ul style="list-style-type: none"> <li>— Work results can have a positive impact within the immediate work area, department, inside/outside the organization and on customers/clients as well as on resources such as equipment, processes and systems, finances, health and safety and corporate image if the production line runs efficiently, health and safety requirements are met and the equipment is properly maintained.</li> <li>— Mistakes or errors can have an impact on the quality of the product that goes to the consumer and therefore could result in increased financial costs if product is withdrawn from the market, health and safety issues and have a negative impact on the corporate image.</li> <li>— Errors are typically identified and resolved within hours of problem identification. Quality control checks are performed on each production run to ensure that the work tasks were performed correctly and a quality product was produced.</li> </ul>
<b>Development and Leadership of Others</b>
<ul style="list-style-type: none"> <li>— Not responsible for the supervision of staff.</li> <li>— May provide on-the-job training to new employees.</li> </ul>

## WORKING CONDITIONS

<b>Environmental Working Conditions</b>
<ul style="list-style-type: none"> <li>— There is a requirement to wear safety equipment such as safety shoes, vest, glasses, gloves, hard hat and ear plugs.</li> <li>— The likelihood of minor cuts, bruises, abrasions or minor illnesses resulting from hazards in the job is moderate and fractures or partial/total disability is limited.</li> <li>— Constant exposure to unusual/distracting noise from running machinery and the ventilation</li> </ul>

system as well as other undesirable environmental working conditions such as wet or slippery floors and ethanol fumes when product is being filtered. Work is performed in a manufacturing environment, containing large tanks of highly flammable alcohol products.