

**SIMONA  
AMERICA INC.**

**Job Description**

**Job Title:** *Utility Handler*  
**Department:** Extrusion  
**Reports To:** Shift Foreman  
**FLSA Status:** Hourly; non-exempt

**Summary:** Supports extrusion operation of thermoplastic Polypropylene, PVC, Polyethylene & Co-Polymer sheets by performing the following duties.

**Essential Duties and Responsibilities:** Other duties may be assigned.

- Prepare and transport pallets for production orders; check quality & weigh, etc.
- Label, Count, Weigh, Band and Transport Finish Goods
- Provide operators with packing supplies per production order documentation
- Organize and clean area around assigned 'Line(s)'
- Support operators breaks and provide support with other tasks as requested/needed
- Maintain a safe and clean work environment, free of hazards.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information
- **Computer Skills:** To perform this job successfully, an individual should have basic computer skills. (keyboard, mouse)
- **Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of weight and measurement.
- **Communication:** Ability to effectively communicate with supervision peers and cross department colleagues, internal and external customers and visitors of the business.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Education and/or Experience:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Certificates, Licenses, Registrations (Desired/Not Required)-Will Train**

Forklift License

**Other Qualifications:**

Must be able to work 12 hour fixed shift schedule.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include color vision.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions. The employee will be exposed to elevated temperatures in the production area surrounding the extruders. The noise level in the work environment is usually moderate to loud.