

Job Title: General Utility**Job Summary:**

The General Utility is an entry level position in the Manufacturing Department. The position requires the successful completion of training for all positions in the lowest job classifications in each of our four production lines. Duties and responsibilities include but are not limited to; operating machinery used in the production process; lifting raw materials and finished products manually or with a forklift; and assisting machine crews as necessary. The General Utility is part of a team and must work well with others to produce a quality product that meets customer requirements and expectations.

Essential Functions and Responsibilities:

- Provide support, back-up and assistance to various designated production and warehouse positions (as directed and as qualified/trained) and with supervision
- Wear all required Personal Protective Equipment and safety gear
- Complete safety check on power equipment (forklift) to insure the equipment and all safety devices are functioning properly and competently operate a fork truck according to manufacturer's guidelines
- Comply with all safety rules and report any safety issues/concerns to Supervisor
- Communicate with incoming and outgoing crews any issues or concerns and complete all required paperwork
- Transport production materials and supplies from storage to paper machine line with forklift/power jack
- Position pallets/totes of supplies to the appropriate staging area/process line
- Wrap and transport finish reels completed orders from production lines to the next process area or storage
- Assist with removal of completed rolls from paper machine transport to the next process
- Maintain and change wires oscillators and felts, check tension, SPR pressures, manually adjust valves and control systems, as directed
- Prepare pallets of finished goods for shipping and load out-going trailers with the finished product
- Clean and organize the receiving dock, yard area and empty vendor trailers, transport trash, pallets and debris to appropriate staging/disposal area
- Remove empty pallets, dunnage, cardboard, waste paper and strapping to the proper area or receptacles as required
- Keep work area and control room clear, clean and organized. At end of shift, perform general housekeeping

Qualifications/Skills:

- High school diploma or equivalent; previous manufacturing or tech experience preferred
- Must be able to follow/read verbal and written instruction and work calmly/effectively under industrial conditions
- Must maintain the physical condition commensurate with the demands of the position and able to stand-walk for extended periods of time
- Ability to perform physical activities that including lifting, climbing, sitting, stooping, crouching, pushing, pulling, standing and bending within a manufacturing environment with varying conditions (temperature, dust, noise, oil/grease, water)
- Must be able to use, or learn to use, the equipment and tools used to perform the job; mechanical ability
- Must be able to perform tasks that require mathematical skills; including the use of fractions
- Ability to lift up to 50 pounds, as necessary
- Attention to detail and accuracy when completing tasks
- Flexibility and the ability to adapt quickly in a fast-paced environment
- Ability to perform all essential functions and responsibilities in an efficient manner
- Ability to work effectively, both independently and as part of a team
- Strong work ethic

EEO

Drug screen and Background check are required prior to employment

Must be 18 years or older to apply

Email resumes to: hr@ervingpapermill.com