

# **JOB POSTING**

**JOB TITE:**                      Batcher

**REPORTS TO:**                 Production Supervisor/ Manager

**FLSA STATUS:**                Non-Exempt

## **JOB SUMMARY:**

Responsible for the proper setup of all batching operations in an efficient manner to minimize downtime. Responsible for operation and control of the still operation and maintaining all hazardous waste logs. Responsible for the condition of all batching areas, cleanliness of tanks and equipment, and safe handling of all materials and equipment. Responsible for accurate weights and counts of all raw materials and raw material inventory. Receives bulk solvents/liquids into storage tanks. Maintains a clean and safe work environment. Demonstrates and promotes LHB's values.

## **JOB RESPONSIBILITIES:**

- Reads batching ticket prior to making each batch and following the instructions exactly. Expected to ask questions to the Research and Development Manager if instructions are unclear.
- Follows instruction from the Research and Development Manger if changes to batching process need to change due to unforeseen circumstances
- Required to document actual weights of ingredients added to the batch including lot number if applicable.

- Monitors and changes all filters and observes pressure drops in the filter.
- Maintains strict housekeeping and safety practices.
- Works daily overtime to ensure line batch tanks are thoroughly cleaned, pumps and hoses properly flushed and clean, and area is organized with no tripping hazards or clutter.
- Labels ALL containers, drums, and tanks that contain any liquid substance.
- Labels hazardous waste drums and logs the necessary information on the drum label and in the hazardous waste log.\*
- Batches products in a safe and organized manner to guarantee the quality of the batched product.
- Makes sure all pumps and drums are properly ground.
- Assists the operation of mixing paints and other aerosol duties if needed.
- Other duties as assigned.

**REQUIRED SKILLS/ABILITIES/KNOWLEDGE:**

- Must have experience batching in a manufacturing environment.
- Must have good math skills.
- Must be able to read scales, instructions, and batch tickets.
- Must be able to clean lines and equipment including gassing and batching areas.

- Must be able to move 600-pound drums, 5,000-pound totes, and skids in a safe manner.
- Must follow written Work Instructions and possess a high degree of quality in work.
- Must be able to operate forklift in a safe and efficient manner.

### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent
- One to two years previous experience performing the same or a similar role in a manufacturing environment.

### **SUPERVISORY RESPONSIBILITIES:**

None

### **LICENSES AND CERTIFICATIONS:**

- Process Safety Management, per 29 CFR 1910.119
- Hazardous Waste Management Procedures, per 40 CFR 265.16
- Fork Truck Training and License, per 29 CFR 1910.178

### **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 required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or

controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.

- Lifting up to 50 lbs.
- Must be able to work overtime as needed.
- Must wear proper PPE in designated areas.
- Must use ladders and mobile steps to use batching equipment.
- Must be able to tolerate nuisance level solvent odors.
- Fume concentrations are well below OSHA permissible levels.  
(Individuals with asthmatic conditions may experience discomfort in this environment).

### **WORK ENVIRONMENT:**

- Observes and follows safety regulations and displays the ability to always perform job functions in a safe manner.
- Working conditions may be extremely hot or cold, depending on weather conditions.
- Manufacturing facility.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

All activities, demands, conditions and requirements are linked to essential job functions.

**If you are or someone you know is interested and meet the qualifications, please submit your resume to Karen Nelson [knelson@lhbindustries.com](mailto:knelson@lhbindustries.com) , or complete an application on our website at <https://lhbindustries.com/careers>**

*LHB offers equal opportunities to all persons without regard to race, color, religion, age, sex, disability, national origin, ancestry, citizenship, military or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics or genetic information, or any other status protected by law. Applicants who require reasonable accommodation during the application process may contact the Human Resources Department.*