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ABSTRACT

This publication consists of job task analyses for jobs in textile manufacturing. Information provided for each job in the greige and finishing plants includes job title, job purpose, and job duties with related educational objectives, curriculum, assessment, and outcome. These job titles are included: yarn manufacturing head overhauler, yarn manufacturing overhauler helper, yarn manufacturing fixer, spinner, warper tender, section leader, cloth grader, frame servicer, lift truck operator, size mixer, harness builders, slasher tender, card tender, stock feeder, drawing tender, rover tender, material hauler, graphic artist, finished cloth grader, single double operator, inspection machine operator's helper, roll wrapper, base chemical mixer, screen repair technician, color formulator, color handler, shrink operator, steam frame operator, napper operator, finisher technician, plant clerk, forklift operator, range operator, delivery operator, entry operator, dye range operator, dye/range delivery, dye pad operator, instrument technician, electrician, analyst planner, technician, mechanic, utility cleaner, floor cleaner operator, plant technician II, tenter finishing inspector, finishing range operator, calendar operator, finishing delivery, dye weigher/mixer, loom fixer, weaver, filling creeler, loom winder fixer, tying-in machine operator/fixer, loom set-up changer, oiler, cloth doffer, loom cleaner, warp services, steam range operator, delivery--steam range, inspector--steam range, and chemical mixer. (YLB)

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JOB TASK ANALYSIS

National Workplace Literacy Demonstration Project

award #V198A20218-92

Clemson University

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**GREIGE PLANT
(O.E. Spinning Department)**

Job Title: Yarn Manufacturing Head Overhauler
Job Purpose: to maintain open end spinning frames in good mechanical condition by performing periodic maintenance

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Organize and assign all maintenance duties of overhaulers	Clear oral communication. Time management. Decision making. Sequencing/prioritizing. Corrective actions.	Comm. materials Problem Solving Problem Solving	Survey Survey Survey	IEP IEP IEP				
Assist overhaulers and fixer with any major problems on their assigned machines	Read and summarize JSA. Determine extent of damage. Interpreting drawings of objects for repair. Follows procedural directions. Decision making. Sequencing steps.	MSDS Program	Quiz	IEP				
Perform weekly check on piecers for any functional problems	Know technical vocabulary . Sequencing steps. Follow sequential, procedural directions. Interpret drawings of objects for repair. Reading machine gauges and measuring tools. Determining defects. Correcting errors in machine settings. Read and summarize JSA. Calculator skills.	Text Disc Problem Solving Problem Solving Text Disc Problem Solving Problem Solving	Text Disc Survey Survey Text Disc Survey Survey	IEP IEP IEP IEP IEP IEP				
Perform hourly maintenance as scheduled such as 1500, 3000, 6000 hours etc. and log in book. Assist and check each overhauler with hourly maintenance	Read and summarize JSA. Record information accurately. Clear oral communication. Time management.	MSDS Program Text Disc Comm. materials	Quiz Text Disc Survey	IEP IEP IEP				

Job Title: Yarn Manufacturing Head Overhauler

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Maintain cleanliness in storage areas by assigning areas to overhaulers and assisting them	Read and summarize JSA. Organizing/prioritizing. Clear oral communication. Know technical vocabulary.	MSDS Program Problem Solving Comm. Materials Text Disc	Quiz Survey Survey Text Disc	IEP IEP IEP IEP				
Lot change duties consist of assigning each overhauler designated component changes. Changing gears, checking pulleys and belts, repairing flags when machine is down, set up entire machine for new yarn to be spun, run sample and turn in check sheet	Read and summarize JSA. Know technical vocabulary. Troubleshooting. Organization/time management. Clear oral communication. Signal interpretation. Record information accurately. Set and correct errors in machine settings. Interpret drawings of objects for assembly, disassembly, and repair.	MSDS Program Text Disc Problem Solving Comm. Materials Text Disc	Quiz Text Disc Survey Survey Text Disc	IEP IEP IEP IEP IEP				
	Follows sequential, procedural directions. Sequences steps. +*? in a formula. Locate multi/variable information on chart. 12+ reading skills. Calculator skills.	Text Disc Text Disc Text Disc Text Disc	Text Disc Text Disc Text Disc Text Disc	IEP IEP IEP IEP				
Perform any other duties as prescribed by supervisor	Clear oral communication. Know technical vocabulary. Time management.	Comm. Materials Text Disc	Survey Text Disc	IEP IEP				

Job Title: Yarn Manufacturing Overhauler
Job Purpose: to maintain open end spinning frames in good mechanical condition by performing periodic maintenance

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Perform weekly maintenance on assigned machines according to the Schlafhorst manual	Read and summarize JSA. Interpret drawings of objects for repair.	MSDS Program	Quiz	IEP				
Time management.								
Know technical vocabulary.		Text Disc	Text Disc	IEP				
Read lists.		Text Disc	Text Disc	IEP				
Determine defects.		Problem Solving	Survey	IEP				
Follow sequential, procedural directions		Text Disc	Text Disc	IEP				
Sequence steps.		Problem Solving	Survey	IEP				
Decision making.		Problem Solving	Survey	IEP				
Perform preventative maintenance overhauling as scheduled conforming to Schlafhorst's check sheet and West Point Pepperell's overhauling worksheet 308-IP	same as above Enter information appropriately on forms. Follow procedural directions Sequence steps. Decision making.	Text Disc Text Disc Problem Solving Problem Solving	Text Disc Text Disc Survey Survey	IEP IEP IEP IEP				
Perform lubrication and oil change at designated intervals	Read and summarize JSA. Follow sequential, procedural directions.	MSDS Program Problem Solving	Quiz Survey	IEP IEP				
Time management.								
Interpret drawings of objects for maintenance.								
Replace parts as needed due to normal wear during maintenance checks	Read and summarize JSA. Decision making skills. Follow sequential, procedural directions.	MSDS Program Problem Solving Text Disc	Quiz Survey Text Disc	IEP IEP IEP				

Job Title: Yarn Manufacturing Overhauler (continued)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Change out parts and stock when making a lot change	Read and summarize JSA. Follow sequential, procedural directions. Clear oral communication. Decision making skills. Know technical vocabulary. Interpret drawings of objects for assembly.	MSDS Program Problem Solving Comm. Materials Problem Solving Text Disc	Quiz Survey Survey Text Disc	IEP IEP				
Clean overhead with vacuum cleaner including air conditioning grills and any unsightly waste accumulations	Read and summarize JSA. Procedure/sequence. Decision making skills. Time management.	MSDS Program Problem Solving Problem Solving	Quiz Survey Survey	IEP IEP IEP				
Have all repairs completed before start up to return machines to full production	Read and summarize JSA. Time management. Clear oral communication	MSDS Program Comm. Materials	Quiz Survey	IEP IEP				
Perform any other duties as prescribed by supervisor	Clear oral communication. Know technical vocabulary. Follow sequential, procedural directions.	Comm. Materials Text Disc Text Disc	Survey Text Disc Text Disc	IEP IEP IEP				

Job Title: Yarn Manufacturing Overhauler Helper

Job Purpose: to maintain open end spinning frames in good mechanical condition by performing periodic maintenance

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Keep oil room clean of all petroleum residue	Read and summarize JSA. Read MSDS sheets.	MSDS Program MSDS Program	Quiz Quiz	IEP IEP				
Keep parts room clean and straight	Read and summarize JSA. Time management. Categorization.	MSDS Program	Quiz	IEP				
Assist overhaulers when needed	Read and summarize JSA. Clear oral communication. Follow sequential, procedural directions.	MSDS Program Comm. Materials Text Disc	Quiz Survey Text Disc	IEP IEP IEP				
Read and interpret drawings for assembly and repair. Time management.								
assist department if needed with any current task	Read and summarize JSA. Clear oral communication. Problem solving skills. Follow sequential, procedural directions. Time management skills.	MSDS Program Comm. Materials Problem Solving Text Disc	Quiz Survey Survey Text Disc	IEP IEP IEP IEP I				
Assist in start-up after shut-down	Read and summarize JSA. Clear oral communication. Problem solving skills. Follow sequential, procedural directions.	MSDS Program Comm. Materials Problem Solving Text Disc	Quiz Survey Survey Text Disc	IEP IEP IEP IEP				
Perform any other duties as prescribed by supervisor	Clear oral communication. Read and summarize JSA.	Comm. Materials MSDS Program	Survey Quiz	IEP IEP				

Job Title: Yarn Manufacturing Fixer

Job Purpose: To maintain open end spinning frames in good maximum condition to achieve maximum efficiency

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Freq. cy</u>	<u>Skill Value To</u>
perform shift preventative maintenance checks under normal conditions by cleaning out waste chambers and checking vacuum gauges	Read and summarize JSA. Time management skills. Read gauges. Procedure/sequencing. Read Schlatforst manual. Clear oral communication.	MSDS Program Problem Solving Text Disc Comm. Materials	Quiz Survey Text Disc Survey	IEP IEP IEP IEP				
Under shift adverse conditions, also vacuum and clean 12 spin boxes per minute; including piecer hole, rotor, opening roll, navel and face plate	Read and summarize JSA. Clear oral communication. Follow sequential directions. Read Schlatforst manual.	MSDS Program Comm. Materials Problem Solving Text Disc	Quiz Survey Survey Text Disc	IEP IEP IEP IEP				
Perform daily piecer checks according to preventative maintenance booklet	Read and summarize JSA. Read maintenance booklet. Follow sequential, procedural directions. Time management skills. Enter information appropriately on forms.	MSDS Program Text Disc Text Disc Text Disc	Quiz Text Disc Text Disc Text Disc	IEP IEP IEP IEP				
Perform daily machine checks according to preventative maintenance booklet	Read and summarize JSA. Read maintenance booklet. Follow sequential, procedural directions. Time management skills. Enter information appropriately on forms.	MSDS Program Text Disc Problem Solving Text Disc	Quiz Text Disc Survey Text Disc	IEP IEP IEP IEP				

Yarn Manufacturing Fixer (continued)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Repair all flags and breakdowns as required	Read and summarize JSA. Clear oral communication. Read Schlafhorst manual. Read MSDS sheets. Time management skills. Signal interpretation.	MSDS Program Comm. Materials Text Disc MSDS Program	Quiz Survey Text Disc Quiz	IEP IEP IEP IEP				
Perform any other duties as required by supervisor	Read and summarize JSA. Clear oral communication. Follow sequential, procedural directions. Know technical vocabulary.	MSDS Program Comm. Materials Problem Solving Text Disc	Quiz Survey Survey Text Disc	IEP IEP IEP IEP				

Job Title: O.E. Spinner

Job Purpose: convert drawing sliver into spun yarn that is wound onto a cone for filling or warp

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Patrol frames in a manner to obtain maximum efficiency	Read and summarize JSA. Time management skills. Signal interpretation. Follow sequential, procedural directions.	MSDS Program Text Disc	Quiz Text Disc	IEP IEP				
repair any red lights	Clear oral communication. Decision making skills.	Comm. Materials Problem Solving	Survey Survey	IEP IEP				
	Read and summarize JSA. Signal interpretation. Time management skills. Clear oral communication. Following sequential, procedural directions.	MSDS Program Text Disc	Quiz Text Disc	IEP IEP				
doff cones when necessary	Read and summarize JSA. Time management. Clear oral communication. Sequencing skills.	MSDS Program Comm. Materials Problem Solving	Quiz Survey Survey	IEP IEP IEP				
creel 25.5 pound sliver cans under front of frame	Read and summarize JSA. Time management skills. Follow sequential, procedural directions.	MSDS Program Text Disc	Quiz Text Disc	IEP IEP				
creel empty cones onto plastic pegs prior to starter making station	Read and summarize JSA. Time management skills. Decision making skills. Follow sequential, procedural directions.	MSDS Program Problem Solving Text Disc	Quiz Survey Text Disc	IEP IEP IEP				

O.E. Spinner (con't)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Patrol assigned rotors on assigned schedule	Read and summarize JSA. Enter information appropriately on forms. Clear oral communication. Time management skills.	MSDS Program Text Disc Comm. Materials	Quiz Text Disc Survey	IEP IEP IEP				
empty pneumatic waste on assigned schedule	Time management skills.							
Report machinery malfunctions to fixer	Clear oral communication. Signal interpretation.	Comm. Materials	Survey	IEP				
Perform any other duties as prescribed by Supervisor.	Clear oral communication.	Comm. Materials	Survey	IEP				

Job Title: Warper Tender

Job Purpose: to remove yarn from an 8 pound yarn package and wind onto a section beam

Job Duties

Determine # of pkgs. to be creeled & creel warper

Educational Objectives
 Know technical vocabulary.
 Read and summarize JSA.
 Time management skills.
 Follow sequential, procedural directions.
 Clear oral communication.
 Decision making skills.
 Cooperation skills.
 Color coding.
 Whole number addition, subtraction, multiplication.)

Ready creel, gather & pull ends to front of warper.

Problem solving skills.
 Time management skills.
 Planning.
 Clear oral communication.
 Team skills.
 Know technical vocabulary.
 Whole number addition.
 Whole number subtraction.)

Set ends in guide bar & comb as needed for set

Read and summarize JSA.
 Cause & effect.
 Sequencing skills.
 Whole number addition.
 Whole number subtraction.)

<u>Outcome</u>	<u>Assessment</u>	<u>Curriculum</u>	<u>Educational Objectives</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
IEP	Text Disc	Text Disc	Know technical vocabulary.				
IEP	Quiz	MSDS Program	Read and summarize JSA. Time management skills.				
IEP	Text Disc	Text Disc	Follow sequential, procedural directions.				
IEP	Survey	Comm. Materials	Clear oral communication.				
IEP	Survey	Problem Solving	Decision making skills.				
IEP	Survey	Problem Solving	Cooperation skills.				
IEP	Text Disc	Text Disc	Color coding.				
IEP	Text Disc	Text Disc	Whole number addition, subtraction, multiplication.)				
IEP	Survey	Problem Solving	Problem solving skills. Time management skills.				
IEP	Survey	Problem Solving	Planning.				
IEP	Survey	Comm. Materials	Clear oral communication.				
IEP	Survey	Problem Solving	Team skills.				
IEP	Text Disc	Text Disc	Know technical vocabulary.				
IEP	Text Disc	Text Disc	Whole number addition.				
IEP	Text Disc	Text Disc	Whole number subtraction.)				
IEP	Quiz	MSDS Program	Read and summarize JSA.				
IEP	Survey	Problem Solving	Cause & effect.				
IEP	Survey	Problem Solving	Sequencing skills.				
IEP	Text Disc	Text Disc	Whole number addition.				
IEP	Text Disc	Text Disc	Whole number subtraction.)				

Warper Tender (continued)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Repair end breaks at front of warper and at creel.	Time management skills. Sequencing skills. Signal interpretation. Decision making skills. Whole number addition Whole number subtraction. Interpretation of cause. Know technical vocabulary. Form completion (documentation). Read and summarize JSA.	Problem Solving Problem Solving Problem Solving Text Disc Text Disc Problem Solving Text Disc Text Disc MSDS Program	Survey Survey Survey Text Disc Text Disc Survey Text Disc Text Disc Quiz	IEP IEP IEP IEP IEP IEP IEP IEP IEP				
Replace package if need be when repairing a creel break.	Time management skills. Decision-making skills.	Problem Solving	Survey	IEP				
Record all information for beam (# ends, # yards, #breaks, etc.)	Clear written communication. Instrument reading. Whole number addition. Whole number subtraction. Know technical vocabulary.	Comm. Materials Text Disc Text Disc Text Disc	Survey Text Disc Text Disc Text Disc	IEP IEP IEP IEP				
Report any problems to fixer or supervisor.	Decision making skills. Clear oral communication.	Problem Solving Comm. Materials	Survey Survey	IEP IEP				
Blow off warper & creel	Time management skills. Read and summarize JSA. Sequencing skills.	MSDS Program Problem Solving	Quiz Survey	IEP IEP				
Aside any waste made.	Time management skills. Read and summarize JSA.	MSDS Program	Q iz	IEP				

Warper Tender (continued)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Maintain the expected work performance level of the assigned job.	Cooperation. Clear oral communication. Time management skills. Problem solving skills.	Comm. Materials Comm. Materials Problem Solving	Survey Survey Survey	IEP IEP IEP				

GREIGE PLANT (Cloth Room)

Job Title: Section Leader SAME AS SUPERVISOR--DO NOT DO

Job Purpose: To coordinate production flow of all cloth inspection frames.

Job Duties

Perform all section leader supervisory duties.

Assist other employees as required.

Collect all cloth graders' defect tickets and carry to office.

Collect cloth grader production reports.

Calculate total shift production.

Perform minor maintenance on machine as required.

Re-inspect cloth rolls on a random basis.

Perform any other duties as required by supervisor.

Crit. Rating

Duty Task#

Frequency

Skill Value

Outcome

Assessment

Educational Objectives Curriculum

Job Title: Cloth Grader (11-1351)

Job Purpose: Inspect cloth, remove all possible defects, sew seams as needed.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task#</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Remove thin places and sew seams.								
Repair all possible defects in cloth.	Compare/contrast Classify, decision making	Problem Solving Problem Solving	Survey Survey	IEP IEP				
Measure and record cloth width.	Measurement, subtraction	Text Disc	Text Disc	IEP				
Check and record pick count.	Measure (using ruler, reading graph)							
Stamp both sides of seams with plant stamp.	Sequence	Problem Solving	Survey	IEP				
Record defects on defect slip.	Classify/reading form/writing	Text Disc	Text Disc	IEP				
Record yardage, seams, and thin places.	Sequence, addition, accuracy in recording info on form	Text Disc	Text Disc	IEP				
Assist in threading frame.								
Remove strings from selvage with scissors or snips.								
Check cloth wind on inspected roll.	Sequence	Problem Solving	Survey	IEP				
Complete Production Report.	Accurate recording of info on form.	Text Disc	Text Disc	IEP				



Job Title: Frame Servicer

Job Purpose: Creel loom rolls onto inspection frames as needed by graders and remove inspected rolls of cloth from inspection frame.

Job Duties

Transport 500 lb cloth rolls to inspection area with electric hoist.

Assist grader in threading inspection frame.

Doff piece rolls from inspection frames.

Creel piece rolls onto inspection frames.

Single cloth roll selvages with hand torch as needed.

Collect cloth remnants from grading frames once per shift.

Replace fuel canisters on torches as needed.

Sweep cloth inspection area once per shift.

Doff inspected rolls of cloth from grader frames as needed.

Crit. Rating

Duty Task#

Frequency

Skill Value

Outcome

Assessment

Curriculum

Educational Objectives

Job Duties

IEP

Survey

Problem Solving
Problem Solving

Sequence
Following directions.

Transport 500 lb cloth rolls to inspection area with electric hoist.

IEP

Survey

Comm. Materials

Communication

Assist grader in threading inspection frame.

IEP

Survey

Problem Solving

Sequence

Doff piece rolls from inspection frames.

IEP

Survey

Problem Solving

Sequence

Creel piece rolls onto inspection frames.

Job Title: Lift truck Operator (11-1330)
Job Purpose: Transport all graded rolls to truck

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task#</u>	<u>Frequency</u>	<u>Skill Value</u>
Transport 2,000 lb cloth rolls to scales with electric hoist.	Classifying, rounding, addition	Text Disc	Text Disc	IEP				
Weigh cloth rolls, key data into computer and print cloth ticket.	Keyboarding	Text Disc	Text Disc	IEP				
	Estimation	Text Disc	Text Disc	IEP				
	Reading	Text Disc	Text Disc	IEP				
	Sequencing	Problem Solving	Survey	IEP				
	Problem-solving	Problem Solving	Survey	IEP				
	Cause and effect	Problem Solving	Survey	IEP				
Attach cloth ticket, wrap roll with plastic.	Comparison	Problem Solving	Survey	IEP				
Uses lift truck to load cloth rolls on truck at cloth room.								
Changes LP gas tank on lift truck when necessary.								
Blows off lift truck.								

GREIGE PLANT (Slashing Department)

40

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Job Title: Section Leader--same as Super--do not do

Job Purpose: To coordinate production flow of all slashers.

Job Duties

To coordinate production flow of all slashers as to quantity, quality, waste and maintenance.

Assist in creeling, doffing, leasing, iaying in ends and cleaning.

Perform any other duties as prescribed by supervisor.

Crit. Rating **Outcome** **Duty Task #** **Fre- que icy** **Skill Value**

Assessment

Curriculum

Educational Objectives

Job Title: Size Mixer

Job Purpose: To help slasher operator with slasher duties.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Remove empty section beams from creel, using a hoist.	Read and summarize JSA. Clear oral communication. Follow sequential, procedural directions.	MSDS Program Comm. Materials Text Disc	Quiz Survey Text Disc	IEP IEP IEP				
Take empty section beams to warper beam storage, using a hoist.	Read and summarize JSA. Time management skills.	MSDS Program	Quiz	IEP				
Creel full section beams into creel, using a hoist.	Read and summarize JSA. Follow sequential, procedural directions. Know technical vocabulary. Cause and effect.	MSDS Program Text Disc Text Disc Problem Solving	Quiz Text Disc Text Disc Survey	IEP IEP IEP IEP				
Help slasher operator with lay in duties of style.								
Help doff and take loom beams to storage area, using a hoist.	Read and summarize JSA. Communicate with slasher tender. Follow sequential, procedural directions. Cause and effect.	MSDS Program Comm. Mat. Text Disc Problem Solving	Quiz Survey Text Disc Survey	IEP IEP IEP IEP				
Help measure width and prepare loom beams.								

Size Mixer (continued)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Climb steps and check size kettle level.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Check solids.								
Transfer size to storage kettle.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Cook new batch of size (avg. every 2 hours).	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Help blow off slasher and clean area.	Read and summarize JSA. Communicate with tender. Time management skills.	MSDS Program Comm. Materials	Quiz Survey	IEP IEP				
Clean and wash down slasher.	Read and summarize JSA. Time management skills.	MSDS Program	Quiz	IEP				
Cut, aside, weight and record waste.	Read and summarize JSA. Weigh and record scale measurement.	MSDS Program	Quiz	IEP				
Take inventory of full section beams.	Count and add whole numbers.	Text Disc	Text Disc	IEP				
Maintain the work performance level expected of the assigned job.	Read and summarize JSA. Cause and effect. Time management skills.	MSDS Program Problem Solving	Quiz Survey	IEP IEP				

Job Title: Harness Builders

Job Purpose: To draw ends on slasher beams into harness drive setup ready to set in a weaving loom.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre. quency</u>	<u>Skill Value</u>
Clean harness with kermac-140 cleaner.	Read and summarize JSA. Read and summarize MSDS. Read and summarize JSA.	MSDS Program MSDS Program MSDS Program	Quiz Quiz Quiz	IEP IEP IEP				
Build harness, dropwire and reed setup.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Place finished warp and harness/dropwire setup onto warp truck.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Repair any damaged reeds in the weave room.	Read and summarize JSA. Follow sequential, procedural directions. Communicate with loom tender.	MSDS Program Text Disc Comm. Materials	Quiz Text Disc Survey	IEP IEP IEP				
Keep work area clean.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Maintain the work performance level expected of the assigned job.	Read and summarize JSA. Communicate with loom tenders. Cause and effect. Time management skills.	MSDS Program Comm. Materials Problem Solving	Quiz Survey Survey	IEP IEP IEP				

Job Title: Slasher Tender

Job Purpose: To wind yard off of section beams onto loom beams and add size to yarn

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Help creel section beams into creel racks, using a hoist.	Read and summarize JSA. Clear oral communication. Time management skills.	MSDS Program Comm. Materials	Quiz Survey	IEP IEP				
Help pull ends from creel to front of slasher.	Read and summarize JSA. Clear oral communication. Follow sequential, procedural directions.	MSDS Program Comm. Materials Text Disc	Quiz Survey Text Disc	IEP IEP IEP				
Help place all lease strings and tape on section beams. Help place separation and tension bars at front of slasher.	Read and summarize JSA. Clear oral communication. Follow sequential, procedural directions.	MSDS Program Comm. Materials Text Disc	Quiz Survey Text Disc	IEP IEP IEP				
Measure and set loom beams to proper width.	Standard Measurement.							
Make necessary adjustments to slasher (beams, rolls, values, etc.)								
Change pressure roll as needed for style.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Laying-in of style.								
Repair all end breaks or laps at front of slasher.	Read and summarize JSA. Count whole numbers. Follow sequential, procedural directions.	MSDS Program Text Disc Text Disc	Quiz Text Disc Text Disc	IEP IEP IEP				

Slasher Tender (continued)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Freq. quency</u>	<u>Skill Value</u>
Help doff full loom beams, using a hoist.	Read and summarize JSA. Clear oral communication. Follow sequential, procedural directions. Cause and effect.	MSDS Program Comm. Materials Text Disc Problem Solving Survey	Quiz Survey Text Disc	IEP IEP IEP				
Help blow off slasher and clean area.	Read and summarize JSA. Time management skills.	MSDS Program	Quiz	IEP				
Cut off waste from beams.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Maintain the expected work performance level of the assigned job.	Read and summarize JSA. Time management skills. Cause and effect. Problem solving skills. Apply preventive measures prior to task to minimize problems. Know technical vocabulary.	MSDS Program MSDS Program Problem Solving Survey Problem Solving Survey Problem Solving Survey Text Disc	Quiz Quiz Survey Survey Survey	IEP IEP IEP IEP IEP				

GREIGE PLANT (Carding Department)

53

54

Job Title: Card Tender

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task#</u>	<u>Frequency</u>	<u>Skill Value</u>
Piece sliwer breaks	Read and summarize JSA. Following Sequential Directions.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
Watch stock coming into cards and inform the fixer or supervisor if the stock is getting low. Slow cards down if levels get too low.	Read and summarize JSA. Clear oral communication. Know technical vocabulary.	Reading Materials MSDS Program Communication Materials Reading Materials Vocabulary Program	Quiz Survey Quiz 25 Word Test	IEP IEP IEP 24/25				
Doff cards.	Read and summarize JSA.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
Tend cards in order to maintain maximum efficiency.	Read and summarize JSA. Problem Solving. Signal Interpretation. Time management. Clear oral communication.	Reading Materials Problem Solving Materials Communication Materials	Quiz Survey Survey	IEP				
Transport full cans to the edge of the spare floor at cards.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Perform scheduled cleaning.	Read and summarize JSA. Read (and enter ?) proper information on a checklist. Know technical vocabulary. Read MSDS Sheets.	Reading Materials MSDS Program Reading Materials Reading Materials Vocabulary Program Reading Materials MSDS Program	Quiz Quiz Quiz Quiz 25 Word Test Quiz	IEP IEP IEP IEP 24/25 IEP				
Report failures to the card fixer so it may be repaired.	Clear oral communication. Problem Solving. Know technical vocabulary.	Communication Materials Problem Solving Materials Reading Materials Vocabulary Program	Survey Survey Quiz 25 Word Test	IEP IEP IEP 24/2				

Card Tender--cont.

Job Duties

Stopping and starting cards due to a malfunction of flock feeders on the blending reserve.

Educational Objectives

Read and summarize JSA.
Following Sequential Directions.
Know technical vocabulary.
Problem solving.

Curriculum

Reading Materials
MSDS Program
Math Materials
Reading Materials
Vocabulary Program
Reading Materials

<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task#</u>	<u>Frequency</u>	<u>Skill Value</u>
Quiz	IEP				
Locator/Quiz	IEP				
Quiz	IEP				
25 Word Test	24/25				
Quiz	IEP				

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Job Title: Stock Feeder

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task#</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Open polyester bales.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Feed polyester into hoppers.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
Push box of bands to dock.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Feed waste picker with waste sliver and roving.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Following sequential, procedural directions.	Math Materials	Locator Quiz	IEP				
Sweep around opening and blending machinery.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Operate two abbington waste bale presses.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Following sequential, procedural directions	Math Materials	Locator/Quiz	IEP				
Perform any other duties as prescribed by supervision.	Clear oral communication. Know technical vocabulary.	Communication Materials Reading Materials	Survey Quiz	IEP				
	Follow sequential, procedural directions.	Vocabulary Program Math Materials	25 Word Test Locator/Quiz	24/25 IEP				
	Read and summarize JSA and SOP.	Reading Materials MSDS Program	Quiz	IEP				

Job Title: Drawing Tender

Job Duties

Turn hank clocks at the beginning of each shift.

Tend frames in order to maintain maximum efficiency.

Read and summarize JSA.

Time management.

Signal Interpretation.

Know technical vocabulary.

Interpreting German codes ?

Metric measurement ?

Read Reiter-produced help sheets.

Repair stops on frames.

Follow sequential procedural directions.

Read and summarize JSA.

Signal Interpretation.

Classify (lights) by color.

Creel frames.

Follow sequential, procedural directions.

Read and summarize JSA.

Place empty cans for automatic doffing.

Read and summarize JSA.

Transport full breaker drawing cans to finisher drawing creel.

Read and summarize JSA.

Turn cans on breaker drawing.

Read and summarize JSA.

Crit. Rating

Outcome

Assessment

Curriculum

Duty Task#

Frequency

Skill Value

IEP

Quiz

Reading Materials
MSDS Program

IEP
24/25

Quiz
25 Word Test

Reading Materials
Vocabulary Program

IEP
IEP

Locator/Quiz
Quiz

Measurement Materials
Reading Materials

IEP

Locator/Quiz

Math Materials

IEP

Quiz

Reading Materials
MSDS Program

IEP

Locator/Quiz

Math Materials

IEP

Quiz

Reading Materials
MSDS Program

IEP

Quiz

Reading Materials
MSDS Program

IEP

Quiz

Reading Materials
MSDS Program

IEP

Quiz

Reading Materials
MSDS Program

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Drawing Tender--cont.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task#</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Report any failures to drawing fixer so it may be repaired.	Recognize warning signals. Clear oral communication. Know technical vocabulary.	Communication Materials Reading Materials Vocabulary Program	Survey Quiz 25 Word Test	IEP 24/25				
Report any changes in methods or job conditions to supervisor so that industrial engines can evaluate changes and determine if a change in job assignments necessary.	Clear oral communication. Know technical vocabulary. Problem Solving.	Communication Materials Reading Materials Problem Solving Materials	Survey Quiz Survey	IEP				

Overall
Time management

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Job Title: Roving Tender--no longer there

Job Duties

Tend frames in and order to maintain maximum efficiency.

Piece ends-down on assigned frames.

Doff assigned frames.

Creel assigned frames.

Secure empty doff boxes and empty bobbin boxes while frames are running.

Clean frames on schedule.

Report any machinery failures to fixers.

Report any changes in methods or job conditions to supervision, so that industrial engineers can evaluate the changes and determine if a change in job assignment is necessary.

Crit. Rating Outcome Assessment Curriculum Educational Objectives Duty Task# Fre- quency Skill Value

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Job Title: Material Hauler

Job Duties

Transport sliver from drawing to roving.

Transport sliver from drawing to open end spinning.

Return empty cans to drawing area from roving and open end spinning.

Sweep alleys from back of drawing to spinning wall.

Full drawing cans are loaded onto a truck and transported (6 cans per trip) to roving and place behind the creel. Empty cans are returned 6/trip.

Full drawing cans are loaded onto a truck and transported (14 cans per trip) to open end spinning. Cans are placed in the post alleys next to frames or at the end of the frame if there is no post alley. Empty cans are returned 14 cans/trip.

Educational Objectives
Read and summarize JSA.

Read and summarize JSA.

Read and summarize JSA.

Read and summarize JSA.

Time management.
Read and summarize JSA.

Following sequential procedure.

Time management.
Read and summarize JSA.

Following sequential procedure.

Curriculum

Reading Materials
MSDS Program

Reading Materials
MSDS Program

Reading Materials
MSDS Program

Reading Materials
MSDS Program

Reading Materials
MSDS Program
Math Materials

Reading Materials
MSDS Program
Math Materials

Outcome

IEP

IEP

IEP

IEP

IEP

IEP

Assessment

Quiz

Quiz

Quiz

Quiz

Quiz

Locator/Quiz

Quiz

Locator/Quiz

Crit. Rating

Duty Task#

Fre- quency

Skill Value

Job Title: Yarn Manufacturing Overhauler

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Frequency	Skill Value
Overhaul, repair, wire, and reclothe cards (includes pull and polish screens).	Know technical vocabulary. Read and summarize JSA.	Reading Materials Vocabulary Program Reading Materials MSDS Program	Quiz. 25 Word Test Quiz	IEP 24/25 IEP				
Overhaul drawing.	Determine extent of damage. Metric measurement. Problem solving. Follow sequential procedure. Read manual and diagrams. Read and summarize JSA.	Measurement Materials Problem Solving Materials Math Materials Reading Materials Reading Materials MSDS Program	Locator/Quiz Survey Locator/Quiz Quiz Quiz	IEP IEP IEP IEP IEP				
Overhaul, line, level, and scrub rolls on roving frames.	Know technical vocabulary. Follow sequential, procedural directions. Follow sequential, procedural directions. Read and summarize JSA Know technical vocabulary.	Reading Materials Vocabulary Program Math Materials Math Materials Reading Materials Reading Material Vocabulary Program	25 Word Test Locator/Quiz 25 Word Test Quiz 25 Word Test	24/25 IEP 24/25 IEP 24/25				
Perform other duties as required by supervisor.	Clear oral communication. Know technical vocabulary.	Communication Materials Reading Material Vocabulary Program	Survey Quiz 25 Word Test	IEP 24/25				

Job Title: Yarn Manufacturing Fixer (G)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task#</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Fix all major break downs on cards.	Read and summarize JSA. Problem solving. Clear oral communication. Know technical vocabulary.	Reading Materials MSDS Program Problem Solving Materials Communication Materials Reading Materials Vocabulary Program	Quiz Survey Survey Quiz 25 Word test	IEP				
	Combine information to complete task. Follow sequential, procedural directions Determine extent of damage. Metric measurement. Recognize key German words.	Math Materials Measurement Materials	Locator/Quiz Locator/Quiz	IEP IEP				
Clean grease and check knock-offs on two machines per day.	Read and summarize JSA. Follow sequential, procedural directions Read MSDS Sheets.	Reading Materials MSDS Program Math Materials	Quiz Locator/Quiz	IEP IEP				
Perform all grinding.	Read and summarize JSA. Measurement.	Reading Materials MSDS Program	Quiz	IEP				
Wash chutes over 1 line of cards per week.	Read and enter information appropriately on forms. Read and summarize JSA.	Reading Materials MSDS Program Measurement Materials	Quiz Locator/Quiz	IEP IEP				

Yarn Manufacturing Fixer (cont'd)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crt. Rating</u>	<u>Duty Task#</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Blow out sides of all cylinders, doffer flats and coiler heads (1/12 days).	Read and enter information appropriately on forms. Read and summarize JSA.	Reading Materials Reading Materials MSDS Program	Quiz Quiz	IEP IEP				
Grease all helical gears, calender roll gears, and knock off plates in coilers 1/12 days.	Read and summarize JSA. Follow sequential procedure. Read and appropriately enter information on forms.	Reading Materials MSDS Program Math Materials Reading Materials	Quiz Locator/Quiz Quiz	IEP IEP IEP				
Pull all chokes from side of doffer/12 days.	Read and summarize JSA. Follow sequential procedure. Read and appropriately enter information on forms.	Reading Materials MSDS Program Math Materials Reading Materials	Quiz Locator/Quiz	IEP IEP				
Grease teeth of all gears with brush 1/24 days.	Read and summarize JSA. Follow sequential procedure. Read and appropriately enter information on forms.	Reading Materials MSDS Program Math Materials Reading Materials	Quiz Locator/Quiz Quiz	IEP IEP IEP				

Job Title: Yarn Manufacturing Fixer (G)

Job Duties

Grease all yellow coded and noncoded fittings 1/24 days.

Educational Objectives

Read and summarize JSA.
Follow sequential, procedural directions.
Read and appropriately enter information on forms.
Classify by color.
Know technical vocabulary.

Oil joints of all flat chains with chain spray oil 1/24 days.

Read and summarize JSA.
Follow sequential, procedural directions.
Read and appropriately enter information on forms.
Know technical vocabulary.

Grease all red coded fittings 1/6 months.

Read and summarize JSA.
Follow sequential, procedural directions.
Read and appropriately enter information on forms.
Know technical vocabulary.

<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task#</u>	<u>Frequency</u>	<u>Skill Value</u>
Reading Materials MSDS Program Math Materials	Quiz Locator/Quiz	IEP IEP				
Reading Materials	Quiz	IEP				
Reading Materials Vocabulary Program	Quiz 25 Word Test	IEP 24/25				
Reading Materials MSDS Program Math Materials	Quiz Locator/Quiz	IEP IEP				
Reading Materials	Quiz	IEP				
Reading Materials Vocabulary Program	Quiz Quiz	IEP IEP				
Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
Reading Materials	Quiz	IEP				
Reading Materials Vocabulary Program	Quiz 25Word Test	IEP 24/25				

Yarn Manufacturing Fixer (continued)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task#</u>	<u>Frequency</u>	<u>Skill Value</u>
Remove all left hand cylinder covers and fans and grease all cylinder bearings 1/12 months.	Read and summarize JSA. Follow sequential procedure. Read and appropriately enter information on forms. Know technical vocabulary.	Reading Materials MSDS Program Math Materials Reading Materials	Quiz Locator/Quiz Quiz	IEP IEP IEP				
Tear down and build up as necessary for reclothing.	Read and summarize JSA. Follow sequential, procedural directions. Read and appropriately enter information on forms.	Reading Materials Vocabulary Program Reading Materials MSDS Program Math Materials	Quiz 25 Word Test Quiz Locator/Quiz	IEP 24/25 IEP IEP				
Perform other duties as required by supervisor.	Clear oral communication. Know technical vocabulary. Follow sequential, procedural directions.	Communication Materials Reading Materials Vocabulary Program Math Materials	Survey Quiz 25 Word Test Locator/Quiz	IEP 24/25 IEP				

Job Title: Yarn Manufacturing Fixer

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task#</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Take up, weigh, and record waste 1/12 hours.	Read and summarize JSA. Read and appropriately enter information on forms. Metric weight.	Reading Materials MSDS Program Reading Materials Measurement Materials	Quiz Quiz Locator/Quiz	IEP IEP IEP				
Check knock offs on all roving frames 1/12 hours.	?							
Perform maintenance on drawing and roving frames as scheduled.	Read and summarize JSA. Read and appropriately enter information on forms. Determine extent of damage. Problem Solving.	Reading Materials MSDS Program Reading Materials Problem Solving Materials	Quiz Quiz Survey	IEP IEP				
Maintain 1/4 of drawing frames and 1/4 roving frames.	Read and summarize JSA. Read and appropriately enter information on forms. Determine extent of damage. Problem solving.	Reading Materials MSDS Program Reading Materials Problem Solving Materials	Quiz Quiz Survey	IEP IEP				
Empty pneumatic cans on 1/2 of roving and 1/2 drawing frames 1/36 hours.	Time management. Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Wash out both sides of drawing frames on 1/4 of drawing frames 1/240 hours.	Read and summarize JSA. Time management.	Reading Materials MSDS Program	Quiz	IEP				

Yarn Manufacturing Fixer (continued)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task#</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Wash around heads of 1/4 of roving frames 1/36 hours.	Time management. Read and summarize JSA.	Reading Materials MSDS Program Math Materials Reading Materials	Quiz Locator/Quiz Quiz	IEP IEP IEP				
Clean steel rolls and inside of tube gears 1/4 hours.	Read and summarize JSA. Time management. Sequencing.	Reading Materials MSDS Program Math Materials Reading Materials	Quiz Locator/Quiz Quiz	IEP IEP IEP				
Wash inside of hood and drawing frames on 1/4 of frames 1/240 hours.	Read and summarize JSA. Time management. Sequencing.	Reading Materials MSDS Program Math Materials Reading Materials	Quiz Locator/Quiz Quiz	IEP IEP IEP				
Each fixer will grease 132 roving rollers each one month and 264 each the next month.	Read and summarize JSA. Time management. Fill out and read information on forms. Sequencing.	Reading Materials MSDS Program Reading Materials Math Materials	Quiz Locator/Quiz Quiz	IEP IEP IEP				
Perform other duties as required by supervisor.	Clear oral communication.	Communication Materials	Survey					

FINISHING PLANT (Art Department)

84

83

Job Title: Graphic Artist

Job Duties

Tape over any extra print or markings on film. Tape over all pinholes.

Key pattern measurements into computer. Make these decisions for pattern: starting point for the height and width of pattern; is pattern square or half-step; focus of pattern; proportion of pattern to film size.

Load film into scanner. Scribe lines must be aligned with line on scanner drum. Snap film in to pins and tape film securely on scanner drum.

Enter correct information into computer to have film scanned.

Must be able to mask and combine patterns.

Correct pattern defects on computer aided design program. Make decisions as to acceptability of scanned data and to degree of correctness.

Crit. Rating

Duty Task #

Skill Value

Assessment Outcome

Curriculum

Educational Objectives

25 Word Test
Word Review 95%

Word Review
Comprehension

Vocabulary
Comprehend Safety Rules

DOS Quiz 100%
Locator/Quiz 95%

DOS Course
Communication
Math Materials

DOS Commands
Problem Solving/Communication
+ , * / (Math)
Ratio/Proportion
X/Y Coordinates
Metric Measures

Word Review 95%
Locator/Quiz 95%

Comprehension
Math Materials

Comprehend Safety Rules
X/Y Coordinates

DOS Quiz 100%
Word Review 24/25
Locator/Quiz 95%

DOS Course
Comprehension
Math Materials

DOS Commands
Read Computer Screen
Metric Measures
X/Y Coordinates
Calculators
Menu Driven Program

Quiz 100%

SuperPaint

Quiz 100%

Mac Tour
SuperPaint
Communication

Computer-aided design program
Problem Solving/Communication

Skill Value

Duty Task #

Crit. Rating

Assessment Outcome

Curriculum

Educational Objectives

Job Duties

Write % of open area of pattern on back of card. Computer supplies information.

Read Computer Screen

Comprehension

Word Review 95%

Must be able to save pattern on disk. Have ability to determine available space on disk.

DOS Commands

DOS Course

DOS Quiz 100%

Back up all computer work.

DOS Commands

DOS Course

DOS Quiz 100%

Keep written report of all film scanned, all disk work and computer time.

Written Reports
Vocabulary
Communication

Forms
Word Review
Communication

Form Quiz 100%
25 Word Test 24/25

Check for and correct any joining problems on patterns scanned.

Computer-aided design program

Mac Tour
SuperPaint

Quiz 100%

Create design for film from artwork on graphics system.

Computer-aided design program

Mac Tour
SuperPaint

Quiz 100%

Fill in color for design on graphics system.

Computer-aided design program

Mac Tour
SuperPaint

Quiz 100%

Create films in dark room. (plotted films)

Vocabulary
Comprehend Safety Rules
DOS Commands
+ , * / (Math)
XY Coordinates
Metric Measurements

Word Review
Comprehension
DOS Course
Math Materials

25 Word Test 24/25
Word Review 95%
DOS Quiz 100%
Locator/Quiz 95%

Create negatives and positives of artwork using photography film. Must determine and set exposure time for each pattern. This skill is learned through experience.

Job Duties **Educational Objectives** **Curriculum** **Assessment Outcome** **Crit. Rating** **Duty Task #** **Skill Value**

Quick copy portion of patterns to make paste ups for new patterns and/or repeats.	DOS Commands	DOS Course	DOS Quiz	100%		
Develop film with film processor.	Comprehend Safety Rules	Comprehension	Word Review	95%		
Touch up any defective areas on films with opaque as needed.						
Proof patterns by printing it on the Ink Jet Printer. Check for mistakes before running the pattern.	DOS Commands XY Coordinates Communication Problem Solving	DOS Course Math Materials Communication	DOS Quiz Quiz	100% 95%		
Change print head on Ink Jet Printer.	Comprehend Manual	Comprehension	Word Review	95%		
Complete all paper work. (i.e. Photo Shop Scan Job Sheet, Laser Engraver Job Sheet, Geometric Design Form, Pattern Color Table, Scanning Job Information, and Film Plotting Job Sheet)	+ , * , / (Math) Metric Measures Calculator Vocabulary Completing Forms	Math Materials Word Review Forms	Quiz 25 Word Test Form Quiz	95% 24/25 100%		
Assist other employees whenever equipment is stopped to keep all downtime to an absolute minimum.	Communication	Communication				
Obey safety rules.	Vocabulary Comprehend Safety Rules	Word Review Comprehension	25 Word Test Word Review	24/25 95%		

Job Duties **Educational Objectives** **Curriculum** **Assessment Outcome** **Crit. Rating** **Duty Task #** **Skill Value**

In the course of your normal job duties, hazardous chemical spills may occur. First, notify your supervisor, then follow prescribed clean-up procedures dictated by the C.C.O. or technical department to remove the spill. Always remember to wear the appropriate personal protective equipment.

Communication
Problem Solving

Communication

Other duties as assigned by supervisor.



FINISHING PLANT (Inspection)

94

93

Job Title: Finished Cloth Grader

Purpose of Job: Grade finished cloth, being able to identify first quality, second quality, and cloth not suitable for shipment in accordance with lot sheets issued by the supervisor.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
To operate inspection frame.	Read dials, counters, buttons. Follow sequential, procedural directions. Troubleshoot. Clear oral communication. Clear written communication.	Reading Materials Math Materials	Locator/Quiz	IEP				
	Calculate percentages. Convert fractions to decimals. Convert decimals to fractions. Estimate. Calculator skills. Know technical vocabulary.	Communication Materials Survey Reading Materials Math Materials	Survey Quiz Locator/Quiz	IEP IEP				
		Math Materials Math Materials Reading Materials	Locator/Quiz Locator/Quiz Quiz	IEP IEP IEP				
Use lot sheets to determine and record proper roll identification, shipping instructions, and slitting instructions if necessary.	Locate, read, and interpret written information on form. Interpret abbreviations. Know technical vocabulary.	Reading Materials Reading Materials Reading Materials	Quiz Quiz Quiz	IEP IEP IEP				
Cut cloth as necessary.	Read and comprehend JSA. Follow sequential, procedural directions.	Reading Materials MSDS Program Math Materials	Quiz Locator/Quiz	IEP IEP				
Measure and verify width of cloth.	Standard measurement - length	Measurement Materials	Locator/Quiz	IEP				

Finished Cloth Grader (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill</u>
Aid in operations of other machines when needed.	Clear oral communication. Follow sequential, procedural directions. Know technical vocabulary.	Communication Materials Math Materials Reading Materials	Survey Locator/Quiz Quiz	IEP IEP				
Maintains housekeeping standards as required.	Read and interpret JSA.	Reading Materials MSDS Program	Quiz 25 Word Test	IEP 24/25				
Be familiar with and abide by plant and safety procedures, report unsafe conditions or unsafe acts to supervisor immediately.	Read and interpret JSA. Clear, oral communication. Know technical vocabulary.	Reading Materials MSDS Program Communication Materials Reading Material	Quiz Survey Quiz	IEP IEP				
Check for proper shade, print, and proper direction of fabric.	Compare/contrast with prescribed standard. Label return or fall-outs according to codes on Inspection Cover Sheet. Know technical vocabulary.	Communication Materials Reading Materials Reading Materials	Survey Quiz Locator/Quiz	IEP IEP IEP				

Single Double Operator (cont'd)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Any other responsibilities assigned by supervisor.	Know technical vocabulary. Read and summarize JSA	Reading Materials Reading Materials MSDS Program Communication Materials Math Materials	Quiz Quiz Survey Locator/Quiz	IEP IEP				
	Clear oral communication. Follow sequential, procedural directions.							

Job Title: Inspection Machine Operator's Helper
Purpose of Job: To service and furnish supplies to the operators.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Assist in operation of an Inspection Frame.	Clear oral communication. Read and interpret JSA.	Communication Materials Reading Materials MSDS Program Math Materials	Survey Quiz Locator/Quiz	IEP				
	Follow sequential, procedural directions. Know technical vocabulary.	Reading Materials Vocabulary Program	Quiz 25 Word Test	IEP 24/25				
Measure and verify lengths of tubes being cut.	Standard measurement - length.	Measurement Materials	Locator/Quiz	IEP				
Bag and weigh rags not to exceed 70 lbs.	Standard measurement - weight.	Measurement Materials	Locator/Quiz	IEP				
Measure and weigh slitter waste.	Standard measurement - weight.	Measurement Materials	Locator/Quiz	IEP				
Inventory tubes and keep work area neat.	Keep written records.	Reading Materials	Quiz	IEP				
Cut plastic and cloth as necessary.	Read and interpret JSA.	Reading Materials MSDS Program	Quiz	IEP				
Be familiar with and abide by plant and job safety procedures, report unsafe acts to supervisor immediately.	Read and interpret JSA. Clear oral communication. Follow sequential, procedural directions. Know technical vocabulary.	Reading Materials MSDS Program Communication Materials Math Materials Reading Materials	Quiz Survey Locator/Quiz Quiz	IEP IEP IEP IEP				



Inspection Machine Operator's Helper (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Supply machine operators with standards and shells in accordance with lot sheets.	Read and interpret information from lot sheets.	Reading Materials	Quiz	IEP				
Properly bag, weigh, and tag rags and slitter waste.	Standard measurement - weight.	Measurement Materials	Locator/Quiz	IEP				
Deliver correspondences and shipping bills to other departments.	Clear oral communication. Clear written communication.	Communication Materials Reading Materials	Survey Quiz	IEP IEP				
	Read department names and personnel names from correspondences.	Reading Materials	Quiz	IEP				

Job Title: Roll Wrapper
Purpose of Job: To insure each roll being shipped is properly identified in accordance with shipping instructions, tagged and located on correct pallets for shipment

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Bring rolls to roll wrapping station by proper use of conveyor belt.	Read and interpret JSA. Clear oral communication. Follow sequential, procedural directions.	Reading Materials MSDS Program Communication Materials Math Materials	Quiz Survey Locator/Quiz	IEP IEP				
Insure the roll is properly identified.	Compare/contrast with prescribed standard. Read written information from roll ticket.	Communication Materials Reading Materials	Survey Quiz	IEP				
Remove shipping ticket from roll.	Follow sequential, procedural directions.	Math Materials	Locator Quiz	IEP				
Wrap roll in accordance with shipping instructions.	Follow sequential, procedural directions. Read written information from roll ticket. Read and interpret JSA. Know technical vocabulary.	Math Materials Reading Materials Reading Materials MSDS Program Reading Materials	Locator Quiz Quiz Quiz Quiz Quiz	IEP IEP IEP IEP IEP				

Roll Wrapper (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Tag and mark roll with proper information.	Follow sequential, procedural directions. Accurately transfer numerical information from ticket to plastic wrap. Know technical vocabulary.	Math Materials	Locator/Quiz	IEP				
Locate rolls on proper shipping pallets.	Read written information from roll ticket.	Reading Materials	Quiz	IEP				
Obtain assistance from forklift driver to move rolls too large to handle.	Clear oral information. Read and interpret JSA.	Communication Materials Reading Materials MSDS Program	Survey Quiz	IEP				
Be familiar with and abide by plant and safety procedures, report unsafe conditions or unsafe acts to supervisor immediately.	Read and interpret JSA. Clear oral communication. Follow sequential, procedural directions.	Reading Materials MSDS Program Communication Materials Math Materials	Quiz Survey Locator Quiz	IEP				
Maintains housekeeping standards as required.	Read and interpret JSA. Follow sequential, procedural directions.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				

FINISHING PLANT (Color Shop)

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BASE CHEMICAL MIXER (08-5353)

Job Title:

Job Purpose:

Material Handling and mixing of Color Shop dyes and chemicals. Perform job duties with goal of eliminating print off-quality, machine downtime, and waste. Communicate job related questions, suggestions, and problems related to safety, quality, and productivity. Assist fellow employees and clean as necessary.

Job Duties

Mix clear and fill clear holding tank daily.

Educational Objectives

Understand decimals, volume, measurement, basic math functions.
Understand Dept Vocabulary and Forms.

Curriculum

Math Materials

Assessment

Locator/Quiz

Outcome

IEP

Crit. Rating
Duty Task #
Frequency
Skill Value

Get, stir, and pump-up dyes for dispenser as needed. Keep dispenser head tanks filled with appropriate auxiliary chemicals.

Understand decimals, volume, measurement, basic math functions.
Understand Dept Vocabulary

Math Materials

Locator/Quiz

IEP

Obtain chemicals for Color Shop as needed.

Understand Dept Vocabulary and Forms

Reading Material Forms

Quiz

IEP

Maintain accurate log records for all dyes and chemicals handled.

Understand Dept Vocabulary and Forms

Reading Material Forms

Quiz

IEP

Clean dispenser tanks, mixing tanks and holding tanks as needed.

Wash barrels as needed.

Base Chemical Mixer (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Mix vat and fiber reactive gums as needed.	Understand decimals, volume, measurement, basic math functions. Understand Dept Vocabulary	Math Materials Reading Materials	Locator/Quiz Quiz	IEP IEP				
Notify section leader or supervisor if maintenance work orders are needed.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Maintain housekeeping standards as required.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Other responsibilities as assigned by supervisor.	Understand decimals, volume, measurement, basic math functions. Understand Dept Vocabulary and Forms.	Reading Materials Forms	Quiz	IEP				
Wear specific personal protective equipment during specified activities as stated in the Job Safety Analysis.	Understand Dept Vocabulary and Safety/MSDS Readings.	Reading Materials MSDS Program	Quiz	IEP				
Be aware of and abide by plant safety and job safety procedures and report on any unsafe conditions or acts immediately to supervisor.	Understand Dept. Vocabulary and Safety/MSDS Readings	Reading Materials MSDS Program	Quiz	IEP				

SCREEN REPAIR TECHNICIAN (09-2308)

Job Title:

Job Purpose: Responsible for pulling, inspecting, storing, and locating serviceable screens for printing, and to repair broken screens, as necessary. Inspecting and pre-staging screens properly, will result in improved quality and production.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Inspect screen lift and safety line for safety and serviceability - report faults immediately to section leader or supervisor - initial and date inspection form.	Understand Dept. Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Check lineup for screens to be pulled - compare lineup from the print shift supervisor with the lineup from the previous shift for the location of screens already pre-staged.	Understand Dept. Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Printout pick list from the computer locator system or pull cards for the manual locator system - identify screens to be shot, completely fill out request form for a new screen to be shot, and turn form into engraving section leader.	Understand Dept Vocabulary and Forms	Reading Materials	Quiz	IEP				

Screen Repair Technician (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
<p>Pull screens for pre-staging and/or replacement for machines - inspect and pre-stage strike-off screens sixteen to twenty-four hours in advance.</p>	<p>Understand Dept Vocabulary and Forms</p>	<p>Reading Materials Forms</p>	<p>Quiz</p>	<p>IEP</p>				
<p>Inspect all screens going into the pre-stage area to include screens that were removed from the machine and lined back up (check backs - example: to run a sample); check for pin holes/tears, pulls endrings, wrinkles, broken, etc; correct problem or turn in request form for a new screen to be "hot."</p>	<p>Understand Dept Vocabulary and Forms Understand basic math functions</p>	<p>Reading Materials Forms Math Materials</p>	<p>Quiz Locator/Quiz</p>	<p>IEP IEP</p>				
<p>Pre-stage screens in staging area on screen buggies; maintain two complete sets of screens tagged for each machine.</p>	<p>Understand Dept Vocabulary and Forms</p>	<p>Reading Materials Forms</p>	<p>Quiz</p>	<p>IEP</p>				
<p>Repair broken screens as required.</p>	<p>Understand Dept Vocabulary and Forms Understand basic math functions</p>	<p>Reading Materials Forms Math Materials</p>	<p>Quiz Locator/Quiz</p>	<p>IEP IEP</p>				

Screen Repair Technician (cont.)

Job Duties

Locate screens from engraving department, docks for shipped in screens, washpit area and unused screens in pre-staging area. Place bar code on rail side of new screens, scan screen bar code and location in tube; do not put screens with zimmer endings in tubes with post behind them; screens with adaptors left on must be returned to screen servicers for removal.

Inspect screens to be located in the warehouse; fill out inspection tracking form completely - to include date inspected and person inspecting screens.

Complete all paper work required, i.e. logs, screen tracking reports, etc.

Tear up screens from authorized tear up list as required.

Band boxes and store orderly for shipping scrap nickel.

Educational Objectives

Understand Dept Vocabulary and Forms

Understand Dept Vocabulary and Forms

Understand Dept Vocabulary and Forms

Understand Dept Vocabulary and Forms

Understand Dept Vocabulary and Forms

Curriculum

Reading Materials
Forms

Reading Materials
Forms

Reading Materials
Forms

Reading Materials
Forms

Reading Materials
Forms

Assessment

Quiz

Quiz

Quiz

Quiz

Quiz

Outcome

IEP

IEP

IEP

IEP

IEP

Crit. Rating

Duty Task #

Frequency

Skill Value

Screen Repair Technician (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Cut off screen tubes to correct length and replace damaged tubes as required.	Understand basic math. measurement	Math Materials Measurement Materials	Locator/Quiz Locator/Quiz	IEP IEP				
Blow out stopped up screens.								
Exchange and recharge batteries as needed.	Understand decimals	Math Materials	Locator/Quiz	IEP				
Maintain housekeeping standards as required.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Report all suggestions that would make job safer and more productive to your supervisor.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Assist other warehouse operators to make the job more productive and to reduce machine downtime to an absolute minimum.	Understand Dept Vocabulary and Forms Understand basic math functions	Reading Materials Forms Math Materials	Quiz Locator/Quiz	IEP IEP				
Assist screen servicers in cleaning and storing equipment to insure maximum quality and efficiency.	Understand Dept Vocabulary and Forms Understand basic math functions	Reading Materials Forms Math Materials	Quiz Locator/Quiz	IEP IEP				



Screen Repair Technician (cont.)

Job Duties

Be aware of and abide by plant safety and job safety procedures and report on any unsafe conditions or acts immediately to supervisor.

Educational Objectives

Understand Dept Vocabulary
Safety/MSDS Readings

Curriculum

Reading Materials
Reading Materials
MSDS Program

Assessment

Quiz
Quiz

Outcome

IEP
IEP

Crit. Rating

Duty Task #

Frequency

Skill Value

Other responsibilities assigned by supervisors.

Understand Dept Vocabulary and Forms
Understand basic math functions
Understand Safety/MSDS Reading

Reading Materials
Forms
Math Materials
Reading Materials
MSDS Program

Quiz

Locator/Quiz
Quiz

IEP

IEP
IEP

Job Title:

COLOR FORMULATOR (08-1334)

Job Purpose:

Check and shade print colors as needed - both drum colors and machine patches. Perform specific job duties with goal of eliminating print off-quality, machine downtime, and waste due to print color. Communicate job related questions, suggestions, and problems related to safety, quality and productivity. Assist fellow employees and clean as necessary.

Job Duties

At the beginning of each shift formulator will store large shade paths from their previous shift in the appropriate storage bin to be kept for 3 weeks for documentation until goods are sewn.

Give top priority to production machines down due to color and/or about to go down due to color, based on section leader information.

Check and reshade drum colors as needed.

Crit. Rating

Outcome

Assessment

Curriculum

Educational Objectives

Job Duties

Frequency

Skill Value

IEP
IEP

Locator/Quiz
Quiz

Math Materials
Reading Materials

Understand alphabetizing and ordering by numbers

At the beginning of each shift formulator will store large shade paths from their previous shift in the appropriate storage bin to be kept for 3 weeks for documentation until goods are sewn.

IEP
IEP

IEP
IEP
IEP

IEP

Quiz

Reading Materials
Forms

Understand Dept Vocabulary and Forms

Give top priority to production machines down due to color and/or about to go down due to color, based on section leader information.

IEP

IEP

Quiz

Reading Materials

Understand Dept Vocabulary

Check and reshade drum colors as needed.

IEP

IEP

Locator/Quiz

Math Materials

Understand function of percents and decimals.

Check and reshade drum colors as needed.

IEP

IEP

Locator/Quiz

Math Materials

Understand basic math functions.

Check and reshade drum colors as needed.

IEP

Color Formulator (cont.)

Job Duties

Check and reshade production machine shade patches.

Give section leader breaks.
Run dispenser as required.

Figure formulas manually if texicon is down.

Maintain housekeeping standards as required.

Other responsibilities as assigned by supervisor.

<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
Understand percents.	Math Materials	Locator/Quiz	IEP				
Understand metric basics (i.e. g=oz)	Measurement Materials	Locator/Quiz	IEP				
Understand alphabetizing and ordering by numbers.	Reading Materials	Quiz	IEP				
Understand Dept Vocabulary and Forms.	Math Materials	Locator/Quiz	IEP				
Understand function of percents and decimals.	Math Materials	Locator/Quiz	IEP				
Understand basic math functions.	Math Materials	Locator/Quiz	IEP				
Understand metric basics (i.e. g=oz)	Measurement Materials	Locator/Quiz	IEP				
Understanding of percents.	Math Materials	Locator/Quiz	IEP				
Understanding of basic math.	Math Materials	Locator/Quiz	IEP				
Understanding of metric.	Measurement Materials	Locator/Quiz	IEP				
Understand Dept. Vocabulary	Reading Materials	Quiz	IEP				
Understand alphabetizing and ordering by numbers.	Reading Materials	Quiz	IEP				
Understand dept Vocabulary and Forms.	Math Materials	Locator/Quiz	IEP				
Understand functions of percents and decimals.	Math Materials	Locator/Quiz	IEP				
Understand basic math functions.	Math Materials	Locator/Quiz	IEP				
Understand Metric basics.	Measurement Materials	Locator/Quiz	IEP				



Color Formulator (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crt. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Wear specific personal protective equipment during specified activities as stated in the job safety analysis.	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
Be aware of and abide by plant and job safety procedures and report on any unsafe conditions or act immediately to supervisor.	Understand MSDS manual.	Reading Materials MSDS Program	Quiz	IEP				
	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
	Understand MSDS manual.	Reading Materials MSDS Program	Quiz	IEP				

Job Title:

COLOR HANDLER (08-1330)

Job Purpose:

Responsible for keeping print machines supplied with dye, in sufficient amounts. Mixing, patching, and delivering color, as well as picking up colors from machines as needed. Alterations to colors as directed by section leader or formulator. Housekeeping duties as assigned.

Job Duties

Place empty barrel on dispenser and start dispense cycle.

Write color information from Texicon for each barrel of color on tape, including date and shift.

Handle colors for your assigned machines primarily, others as required.

Retrieve full drum of color from dispenser. Place information sheet on barrel with corresponding tape.

Mix barrels of color a minimum of 3 minutes and a maximum of 5 minutes. Mix in forward and reverse.

Check viscosity of each color.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Place empty barrel on dispenser and start dispense cycle.	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
Write color information from Texicon for each barrel of color on tape, including date and shift.	Understand Dept Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Handle colors for your assigned machines primarily, others as required.	Understand Dept Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Retrieve full drum of color from dispenser. Place information sheet on barrel with corresponding tape.	Understand Dept. Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Mix barrels of color a minimum of 3 minutes and a maximum of 5 minutes. Mix in forward and reverse.	Understand Dept. Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Check viscosity of each color.	Understand Dept Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				

Color Handler (cont.)**Job Duties**

Patch each mixed color on the proper cloth and run a machine path as required. (Pigment or Vat dyes).

Makes alterations to color as directed by color formulator or section leader.

Take barrel to assigned machine or storage area designated for that machine when color is approved by color formulator. Retrieve any color from assigned machine primarily, others as directed. Shade as directed.

Clean and wash empty drums from assigned machines primarily, pour up dyes at machines as needed with assistance from machine crew.

Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Understand Dept. Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Understand Dept. Vocabulary.	Reading Materials	Quiz	IEP				
Understand basic math functions. Understand percents, decimals, negative numbers. Reading scales.	Math Materials Math Materials	Locator/Quiz Locator/Quiz	IEP IEP				
Understand Dept. Vocabulary.	Reading Materials	Quiz	IEP				
Understand basic math functions. Understand percents, decimals, negative numbers. Reading scales.	Math Materials Math Materials	Locator/Quiz Locator/Quiz	IEP IEP				
Understand Dept. Vocabulary.	Math Materials	Quiz	IEP				
Understand Dept. Vocabulary.	Reading Materials	Quiz	IEP				
Understand basic math functions. Understand percents, decimals, negative numbers. Reading scales.	Math Materials Math Materials	Locator/Quiz Locator/Quiz	IEP IEP				
Understand Dept. Vocabulary.	Reading Materials	Quiz	IEP				
Understand basic math functions. Understand percents, decimals, negative numbers. Reading scales.	Math Materials Math Materials	Locator/Quiz Locator/Quiz	IEP IEP				
Understand Dept. Vocabulary.	Reading Materials	Quiz	IEP				

Color Handler (cont.)

Job Duties

Put bonnets on drums of color on floor as needed. Primary responsibility for drums in your assigned area.

Straighten up drums on floor as needed.

Cut patch cloth as needed.

Every 30-45 minutes, check color needs on assigned machines. Make more frequent checks if required.

Maintain housekeeping standards as required.

Paint work area as needed.

Turn on circulation pumps to agitate vat colors as needed.

Weigh colors on scales when dispenser is down.

Mix clear when required.

Make gum for vat dye as needed.

Educational Objectives

Understand Dept Vocabulary and forms.

Understand Dept Vocabulary and forms.

Understand Dept. Vocabulary and forms.

Understand Dept. Vocabulary and forms

Understand Dept. Vocabulary and forms.

Understand Dept Vocabulary and forms.

Understand Dept Vocabulary and forms.

Understand decimals, percents, basic math functions.

Understand decimals, percents, basic math functions.

Understand decimals, percents, basic math functions.

Curriculum

Reading Materials Forms

Reading Materials Forms

Reading Materials Forms

Reading Materials Forms

Reading Materials Forms

Reading Materials Forms

Reading Materials Vocabulary Program

Math Materials

Math Materials

Math Materials

Assessment

Quiz

Quiz

Quiz

Quiz

Quiz

Quiz

Quiz

Locator/Quiz

Locator/Quiz

Locator/Quiz

Outcome

IEP

IEP

IEP

IEP

IEP

IEP

IEP

IEP

IEP

IEP

Crit. Rating

Duty Task #

Fre- quency

Skill Value

Color Handler (cont.)

Job Duties

Take empty clean metal drums, lids & rings to trailer at back porch dock and crush metal drums. Take empty clean fiber drums and plastic lids to trash dock and crush. Take empty clean returnable drums to the returnable storage area. Take empty adhesive drums to the storage area for adhesive drums.

Reshade colors for samples and regular production runs. and regular production runs.

Assist all other machine operators whenever equipment is stopped so that all downtime is held to an absolute minimum.

<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
Understand basic math functions. Understand percents, decimals, negative numbers. Reading scales.	Math Materials Math Materials Reading Materials Math Materials	Locator/Quiz Locator/Quiz Quiz Locator/Quiz	IEP IEP IEP IEP				
Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
Understand basic math functions. Understand percents, decimals, negative numbers. Reading scales. Understand forms.	Math Materials Math Materials Forms	Locator/Quiz Locator/Quiz	IEP IEP				

Color Handler (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Other responsibilities as assigned by supervisor or section leader.	Understand Dept. Vocabulary. Understand basic math functions. Understand percents, decimals, negative numbers. Reading scales. Understand forms.	Reading Materials Math Materials Reading Materials	Quiz Locator/Quiz Locator/Quiz Locator/Quiz	IEP IEP IEP IEP				
Take proper safety precautions and wear PPE as specified by the JSA. Consult supervisor and MSDS on correct handling of chemicals (including spills).	Understand Dept Vocabulary. Understand safety and MSDS reading.	Reading Materials MSDS Program Reading Materials	Quiz Quiz	IEP IEP				
Be aware of and abide by plant safety and job safety procedures and report on any unsafe conditions and acts immediately to supervisor.	Understand Dept Vocabulary. Understand safety and MSDS reading.	Reading Materials Reading Materials MSDS Program	Quiz Quiz	IEP IEP				

FINISHING PLANT (Napping Department)

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Job Title: Shrink Operator

Job Purpose: Operates compressive belt shrinkage machine to preshrink a variety of fabrics in order to control wash shrinkage on finished product.

Job Duties

Follow prescribed start-up procedures.

Educational Objectives
 read and comprehend JSA
 follow sequential procedure
 decision making
 cause and effect
 technical vocabulary

Curriculum
 Reading Materials
 Math Materials
 Problem Solving Materials Survey

Assessment
 Quiz
 Locator/Quiz
 Problem Solving Materials Survey

Outcome
 IEP
 IEP

Crit. Rating
Duty Task #
Fre- quency
Skill Value

Load rolls into cradle and sew on.

read and comprehend JSA

Reading Materials
 MSDS Program

IEP

Make lot changes.

read and comprehend JSA

Reading Materials

IEP

problem solving
 cause and effect
 follow sequential procedure
 communication
 enter information accurately on forms

Problem Solving Materials Survey

Math Materials

IEP

Maintain proper shrinkage, checking shrinkage, moisture, settings & etc., and making necessary adjustments.

standard measurement
 problem solving
 estimation

Measurement Materials
 Problem Solving Materials
 Math Materials

IEP

Locator/Quiz

IEP

Doff, wrap and ticket rolls.

read and comprehend JSA
 enter information accurately on forms
 code interpretation

Reading Materials
 Forms

IEP

Quiz

<u>Shrink Operator, Cont.</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
<u>Job Duties</u>								
Obtain and identify a two yard sample from each lot for lab test.	read and comprehend JSA standard measurement	Reading Materials Measurement Materials	Quiz Locator/Quiz	IEP IEP				
Record production on daily production report and enter into computer system. Apply powder to exposed ends of sleeve as needed.	enter information accurately on forms calculator usage read computer screen	Math Materials Mac Tour Reading Materials	Locator/Quiz Quiz	IEP IEP				
Perform cleaning duties as described in cleaning schedule.	read and comprehend JSA appropriately enter information into computer keyboarding	Reading Materials Forms Mac Tour	Quiz	IEP				
Follow prescribed quality procedures.	read and comprehend JSA follow sequential procedure communication	Reading Materials Math Materials Communication Materials	Locator/Quiz Survey	IEP				
Obey all safety rules.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Notify your supervisor of any accidents.	clear oral communication	Communication Materials	Survey					
Perform sleeve grinding as prescribed by grinding procedure.	read and comprehend JSA follow sequential procedure problem solving technical vocabulary	Reading Materials Math Materials Reading Materials Reading Materials	Quiz Locator/Quiz Quiz Quiz	IEP IEP IEP IEP				

Shrink Operator, Cont.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Follow prescribed stop off procedure.	read and comprehend JSA follow sequential procedure	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
Bundle, weigh and dispose of rags.	standard measurement read and enter information appropriately on forms	Measurement Materials Reading Materials	Locator/Quiz Quiz	IEP IEP				
Bag up plastic roll wrapping, and put on trailer.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Notify supervisor of any machine malfunction.	clear oral communication signal interpretation problem solving technical vocabulary	Communication Materials Problem Solving Materials Reading Materials	Survey Survey Quiz	IEP				
Any other duties as directed by supervisor.	clear oral communication technical vocabulary	Communication Materials Reading Materials	Survey Quiz	IEP				
Assist all other operators whenever equipment is stopped so that downtime is held to an absolute.	clear oral communication technical vocabulary	Communication Materials Reading Materials	Survey Quiz	IEP				
Maintains housekeeping standards as required.	technical vocabulary read and interpret MSDS sheets	Reading Materials Reading Materials	Quiz Quiz	IEP IEP				

Shrink Operator, Cont.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor immediately.	read and comprehend JSA read and comprehend MSDS Sheets technical vocabulary	Reading Materials Reading Materials Reading Materials	Quiz Quiz Quiz	IEP IEP IEP				

Job Title: Steam Frame Operator

Job Purpose: Operates steam tender frame to achieve desired width on flannel products after napping.

Job Duties

Get control sheets, tickets, and instructions from supervisor at beginning of shift.

Check what is presently running on the machine.

keyboarding

read computer screen

compare/contrast information on screen with control sheet
Follow sequential, procedural directions

Turn steam on - start machine.

keyboarding

read computer screen

compare/contrast information on screen with control sheet
follow sequential, procedural directions

Check machine settings, speed and width.

standard measure estimation
read gauges & dials & compare with standard

Adjust winder and scray speeds.

estimation

Load rolls into cradle.

read and comprehend JSA

<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Survey Reading Materials	Quiz	IEP				
Mac Tour						
Mac Tour Reading Materials Communication Materials	Quiz Survey	IEP				
Math Materials	Locator/Quiz	IEP				
Mac Tour Mac Tour Reading Materials	Quiz	IEP				
Communication Materials	Survey					
Math Materials	Locator/Quiz	IEP				
Measurement Materials Math Materials Reading Materials	Locator/Quiz Locator/Quiz Quiz	IEP IEP IEP				
Math Materials	Locator/Quiz	IEP				
Reading Materials	Quiz	IEP				

Steam Frame Operator (contd)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Obtain A-Frames.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Doff, wrap, and ticket rolls. Sew seams. Sew seams.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Record production on daily production report and enter into computer system.	math: +, -, /, x, avg, %. keyboarding: tab, enter, esc, #s read screen, cntrl calculators	Math Materials Mac Tour	Locator/Quiz	IEP				
Repair wrap-ups and tear-outs.	follow sequential, procedural directions read and comprehend JSA	Math Materials	Locator/Quiz	IEP				
Notify Supervisor of all accidents.	clear oral communication technical vocabulary	Reading Materials	Quiz	IEP				
Notify Supervisor of all machine malfunctions.	clear oral communication technical vocabulary compare/contrast with standard	Communication Materials Reading Materials Communication Materials	Survey Survey					
Bundle, tag and carry rags to storage.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Have all necessary supplies available when needed.	read and comprehend JSA technical vocabulary	Reading Materials Reading Materials	Quiz	IEP				

Steam Frame Operator, Cont.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Cr. #</u>	<u>Fr- quency</u>	<u>Skill Value</u>
Wear specific PPE (Personal Protective Equipment) during specified activities as stated in the Job Safety Analysis.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Any other responsibilities as assigned by Supervisor.	effective oral communication technical vocabulary	Communication Materials Reading Materials	Survey					

Job Title: Napper Operator

Job Purpose: Operates single or tandem napping machine to achieve desired face effects on flannel products.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Load rolls from staging table into cradle with assistance from finisher technician.	read and comprehend JSA clear oral communication technical vocabulary	Reading Materials Communication Materials Reading Materials	Quiz Survey Quiz	IEP IEP				
Sew seams.	follow sequential procedure	Math Materials	Locator/Quiz	IEP				
Inspect cloth for bad seams, torn places, appearance, and quality.	compare and contrast	Communication Materials	Survey					
Re-sew bad seams and torn places that may potentially cause a tear-out.	cause and effect							
Adjust air guides.	read and comprehend JSA estimation follow sequential procedure	Reading Materials Math Materials Math Materials	Quiz Locator/Quiz Locator/Quiz	IEP IEP IEP				
Start cloth onto "A" frame winder barrel and observe wind-up, making necessary adjustments to obtain uniform roll.	read and comprehend JSA follow sequential procedure estimation cause and effect	Reading Materials Math Materials Math Materials	Quiz Locator/Quiz Locator/Quiz	IEP IEP IEP				
Doff and relocate "A" frame - napper to napper.	read and comprehend JSA follow sequential procedure	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
Doff, tag roll, and relocate "A" frame - napper to tenter staging area.	read and comprehend JSA read numbers on form write numbers correctly onto tag	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				

Napper Operator, Cont.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Repair tear-outs with assistance from finisher technician.	communication read and comprehend JSA	Communication Materials Reading Materials	Survey Quiz	IEP				
Keep certain production records as instructed by supervisor.	write and spell key technical words accurately on forms transferring numbers, codes, dates and figures from equipment or written sources to forms	Reading Materials	Quiz	IEP				
Read, record, and re-set yardage counter clocks.	reading numbers from measuring clock appropriately record information on forms	Math Materials Forms	Locator/Quiz	IEP				
Perform machine cleaning assigned by Supervisor.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Maintain housekeeping standards as required.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your Supervisor immediately.	read and comprehend JSA clear oral communication arrange events sequentially	Reading Materials Communication Materials Reading Materials	Quiz Survey Quiz	IEP IEP				
Report all accidents, no matter how minor, to supervisor.	clear oral communication arrange events sequentially	Communication Materials Reading Materials	Survey Quiz	IEP IEP				
Responsible for run-time efficiency.	read and comprehend JSA	Reading Materials	Quiz	IEP				

Napper Operator, Cont.

Job Duties

Responsible for reporting machine malfunctions to Supervisor.

Any other responsibilities assigned by Supervisor.

Educational Objectives

clear oral communication
arrange events sequentially

clear oral communication

Curriculum

Communication Materials
Reading Materials

Communication Materials Survey

Assessment

Survey
Quiz

Outcome

IEP
IEP

Crit. Rating

Duty Task #

Fre- quency

Skill Value

Job Title: Finisher Technician

Job Purpose: Responsible for controlling running conditions on all nappers. Monitors condition of napper wire and informs supervisor of problem areas. Monitors napped cloth to insure proper nap is achieved with minimum number of passes at maximum speed. Serves as a lead man in napping area.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Freq.</u>	<u>Skill</u>
Receive napping instruction from supervisor.	clear oral communication summarizing essential details	Communication Materials	Survey					
Issue procurement instructions to material handler.	clear oral communication generating instructions clearly	Communication Materials	Survey					
Assist operators in loading rolls into cradle.	clear oral communication read and comprehend JSA	Communication Materials Reading Materials	Survey Quiz	IEP				
Make adjustments to all napper dials, tensions, etc. to achieve proper nap.	read and comprehend JSA cause and effect determining if a solution is reasonable compare and contrast technical vocabulary	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
Inspect cloth, start to finish, for quality and degree of nap.	compare and contrast determining the presence of a defect estimation/judgment	Communication Materials Math Materials	Survey Locator/Quiz	IEP				
Assist operators in repairing tear outs.	clear oral communication following procedural directions read and comprehend JSA	Math Materials Reading Materials	Survey Locator/Quiz Quiz	IEP IEP				

Finisher Technician, Cont.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Assist operators in re-threading nappers.	clear oral communication read and interpret JSA following procedural directions	Communication Materials Reading Materials Math Materials	Survey Quiz Locator/Quiz	IEP IEP				
Compare finishes to napping standards and obtain file samples from each lot.	compare and contrast product with set standards	Communication Materials	Survey					
Rotate breaks with operators to prevent downtime.	clear oral communication summarize essential information	Communication Materials	Survey					
Perform cleaning of "A" frames.	read and summarize JSAs	Reading Materials	Quiz	IEP				
Maintain housekeeping standards as required.	read and summarize JSAs	Reading Materials	Quiz	IEP				
Be constantly abreast of napper wire condition and inform supervisor when maintenance is needed.	communication compare and contrast with set standards problem solving	Communication Materials Communication Materials	Survey Survey					
Keep certain production records as instructed by supervisor.	read and record numbers, codes and dates appropriately on forms clear oral communication	Problem Solving Materials Reading Materials	Survey Quiz	IEP				
Observe and obey all safety rules.	read and comprehend JSA	Communication Materials Reading Materials	Survey Quiz	IEP IEP				

Finisher Technician, Cont.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Responsible for efficiency determined by number of passes.								
Report all accidents, no matter how minor, to supervisor.	clear oral communication arrange events sequentially	Communication Materials	Survey					
Responsible for reporting machine malfunctions to supervisor.	clear oral communication arrange events sequentially	Communication Materials Reading Materials Math Materials	Survey Quiz Locator/Quiz	IEP IEP				
Any other responsibilities assigned by supervisor.	clear oral communication	Communication Materials	Survey					
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor immediately.	read and comprehend JSA communicate events sequentially	Reading Materials Reading Materials Math Materials	Quiz Quiz Locator/Quiz	IEP IEP IEP				

FINISHING PLANT (Bleach Department)

170

169

Job Title: Plant Clerk I

Job Purpose: To perform clerical duties for Bleach and Finishing Departments.

Job Duties

Pick up, copy, and distribute finishing, dye, and bleach production reports.

Add bleach and finishing production, and record on production board.

Figure dye standard on dye mix sheets.

Check MEQ drain printouts against Greige handling sheets.

File production sheets, printouts, and lot sheets.

Pick up and distribute mail.

Pick up payroll checks and give to supervisor.

Responsible for ordering office supplies for finishing and bleach departments.

Secretarial tasks - prepare memos and correspondence, filing, phone, etc.

Educational Objectives

Read department names and personnel names from reports.

Transfer information accurately. Computation: +, -, *, /, % Calculator usage.

Computation: avg, +, -, *, /, %. Record info accurately on forms.

Compare and contrast. Read handling sheets.

Sequencing.

Categorization.

Read information from sheets.

Read personnel names on checks.

Write information accurately on forms.

Read information from catalogs. Clear oral communication.

Clear oral communication. Clear written communication.

Curriculum

Reading Materials

Math Materials

Math Materials

Math Materials

Forms

Communication Materials

Reading Materials

Reading Materials

Math Materials

Reading Materials

Reading Materials

Reading Materials

Reading Materials

Communication Materials

Communication Materials

Reading Materials

Crit. Rating

Outcome IEP

IEP

IEP

IEP

IEP

IEP

IEP

IEP

IEP

IEP

IEP

IEP

Duty Task #

Assessment Quiz

Locator/Quiz

Locator/Quiz

Locator/Quiz

Survey

Quiz

Quiz

Locator/Quiz

Quiz

Quiz

Quiz

Quiz

Survey

Quiz

Frequency

IEP

IEP

IEP

IEP

IEP

IEP

IEP

IEP

IEP

IEP

IEP

IEP

Plant Clerk 1 (cont.)

Job Duties

Drain micro-wands and MEQs as needed.

Educational Objectives

Follow sequential, procedural directions to enter #'s into keyboard.

Curriculum

Math Materials
Mac Tour
MSDS Program

Assessment

Locator/Quiz

Outcome

IEP

Crit. Rating

Duty Task #

Fre-

quency

Value

Skill

Job Title: Forklift Operator

Job Purpose: To distribute bleach ranges in correct amount and order. To use proper material handling techniques.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Checks forklift daily for proper operation. Prepares maintenance and safety checklist.	Compare/contrast with standard. Read and summarize JSA. Read and enter written information on checklists.	Communication Materials Reading Materials MSDS Program Reading Materials	Survey Quiz Quiz	IEP IEP				
Visibly inspects each roll carried to entry for damage or defects. Reports any damaged cloth immediately to supervisor. Initials each ticket verifying cloth condition.	Compare/contrast with standard. Clear oral communication. Read ticket information.	Communication Materials Communication Materials Reading Materials	Survey Survey Quiz	IEP				
Keeps all greige storage racks and bays neat and orderly. Checks condition of racks for damages.	Compare/contrast with standard. Clear oral communication. Read and interpret JSA.	Communication Materials Communication Materials Reading Materials	Survey Survey Quiz	IEP				
Obtains line up and control sheet for each lot to verify correct style, yardage, and mill (verifies line up status with previous shift). Inspects and unwraps cloth if necessary. Carries cloth to machine in correct order and insures each roll has proper ticket. Places control sheet in last roll of lot.	Sequencing. Read written information and charts from control sheets. Compare/contrast with standard. Read and comprehend JSA. Sequencing.	Reading Materials Math Materials Reading Materials Communication Materials Reading Materials Reading Materials Math Materials	Quiz Locator/Quiz Quiz Survey Quiz Quiz Locator/Quiz	IEP IEP IEP IEP IEP IEP				

Forklift Operator (cont.)

Job Duties

Lays rolls in scray table, ends are lined up by line up to insure that the rolls will be in order when the scray operator puts roll in cradle.

Records roll number and lot number on greige material handling record.

Educational Objectives

Sequencing.

Read and interpret JSA

Record numbers accurately on forms.

Crit. Rating

Outcome

IEP
IEP
IEP

Assessment

Quiz
Locator/Quiz
Quiz

Curriculum

Reading Materials
Math Materials
Reading Materials

Duty Task #

Fre- quency

Value

Job Title: Range Operator

Job Purpose: To maintain the continuous bleaching operation on his/her machine, producing first quality cloth.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Writes work orders for any mechanical or electrical breakdowns for immediate repair.	Write brief, descriptive accounts of situation.	Reading Materials	Quiz	IEP				
Writes work orders for weekend repairs and gives to supervisor.	Write brief, descriptive accounts of situation. Technical vocabulary.	Reading Materials	Quiz	IEP				
Reports and problems with other personnel on his/her machine, that prevent the machine from running efficiently, to supervisor for immediate correction.	Communicating verbally brief, descriptive accounts of situation. Technical vocabulary.	Communication Materials	Survey					
Gets machine back into production as quick as possible	Read and interpret JSA.	Reading Materials	Quiz	IEP				
All personnel assigned to machine must immediately assist in getting range running.	Follow sequential procedural directions. Communicate orally with assisting personnel. Technical vocabulary.	MSPS Program Math Materials Communication Materials	Locator/Quiz Survey	IEP IEP				
		Reading Materials	Quiz	IEP				

Range Operator (cont.)

Job Duties

Checks and maintains proper percentage of chemicals used in the bleaching process. Titration checks are to be made every 30 minutes for caustic and peroxide. Metering pumps for other chemicals are to be checked every two hours. Chemical checks are to be recorded accurately on proper forms and turned in to supervisor.

Educational Objectives

Read and summarize information from MSDS sheets. Chemistry of a titration check. Metric measurement - volume. Record information on appropriate location on form. Read sheet to determine range. Follow sequential procedural directions. Technical vocabulary. Read and summarize MSDS Sheets.

Crit. Rating
Duty Task #
Frequency
Skill Value

Outcome

Assessment

Curriculum
Reading Materials
MSDS Program

Measurement Materials

Reading Materials
Math Materials

Reading Materials
Reading Materials
MSDS Program

Reading Materials
MSDS Program
Math Materials

Communication Materials
Math Materials

IEP

IEP

IEP
IEP

IEP
IEP

IEP

IEP

IEP

Quiz

Locator/Quiz

Survey

Locator/Quiz

Read and comprehend JSA

Follow sequential procedural directions.

Communicate orally with

Entry and Delivery Operators.

Estimate to raise/lower

speed, temp, chemical release

gauges.

Tracks lot changes through bleach range.

Range Operator (cont.)

Job Duties

Maintains proper levels in caustic and peroxide steamers and j-boxes to insure uniform bleaching.

Maintains temperature controls and water flow on desize, caustic, and peroxide j-boxes and steamers to obtain uniform bleaching and maximum washing.

Adjusts machine speed and formulations as indicated for cloth. Refers to speed charts and process formulations.

Educational Objectives

Read and summarize MSDS sheets.

Read and summarize JSA.

Estimate to raise/lower chemical release gauges.

Compare/contrast with prescribed bleaching standards.

Estimate to raise/lower temp, water flow, chemical flow gauges and dials.

Follow sequential procedural directions.

Compare/contrast with prescribed bleaching standards. Read and interpret JSA.

Read and interpret MSDS Sheets.

Read and interpret JSA.

Cause and effect.

Read and outline charts and written information.

Follow sequential procedural directions.

Estimate to raise/lower gauges and dials.

Crit. Rating

Outcome

Assessment

Curriculum

Educational Objectives

Range Operator (cont.)

Job Duties

Maintains proper levels in caustic and peroxide steamers and j-boxes to insure uniform bleaching.

Maintains temperature controls and water flow on desize, caustic, and peroxide j-boxes and steamers to obtain uniform bleaching and maximum washing.

Adjusts machine speed and formulations as indicated for cloth. Refers to speed charts and process formulations.

Duty Task #

Frequency

Skill Value

Assessment

Curriculum

Range Operator (cont.)

Job Duties

Maintains proper levels in caustic and peroxide steamers and j-boxes to insure uniform bleaching.

Maintains temperature controls and water flow on desize, caustic, and peroxide j-boxes and steamers to obtain uniform bleaching and maximum washing.

Adjusts machine speed and formulations as indicated for cloth. Refers to speed charts and process formulations.

Crit. Rating

Outcome

Assessment

Curriculum

Educational Objectives

Range Operator (cont.)

Job Duties

Observes washers and component rollers for proper tension and thread-ups.

Transfers lot sheets to delivery end of machine.

Reports quality, mechanical, and electrical problems to supervisor.

Monitors machine set-ups on computer for open-width and combo range. If any red alarms occur, corrects as possible. If not, notifies supervisor.

Monitors vacuum slots. reports any problems to the supervisor.

Leads and assists all personnel assigned to machine in repairing breakouts and wrapups to insure proper thread-up of machine.

Educational Objectives

Read and interpret JSA.

Compare/contrast with prescribed tension standards.

Write information in appropriate space on form.

Orally communicate details of situation.
Technical vocabulary.

Read computer screen.

Technical vocabulary.

Interpret diagram.

Clear oral communication.

Compare and contrast with prescribed moisture standards.
Clear oral communication.

Orally communicate with personnel.

Follow sequential procedural directions.

Problem solving.

Read and interpret JSA.

Crit. Rating
Duty Task #
Frequency
Skill Value

Outcome

Assessment

Curriculum

Reading Materials
MSDS Materials
Communication Materials Survey

IEP

Quiz

Reading Materials

IEP

Survey

Communication Materials

IEP

Quiz

Reading Materials

IEP

Quiz

Mac Tour
Reading Materials

IEP

Quiz

Reading Materials

IEP

Quiz

Reading Materials
Communication Materials

IEP

Survey

Communication Materials

IEP

Survey

Communication Materials

IEP

Survey

Communication Materials

IEP

Locator/Quiz

Math Materials

IEP

Quiz

Problem Solving
Reading Materials
MSDS Program

Range Operator (cont.)

Job Duties

Operates range according to SOP and JSA.

Maintains housekeeping standards as required. When machine is down for mechanical or electrical repairs, employee is to utilize this time for cleaning his/her working area or other areas as designated by supervisor.

- a. Keeps all water and air hoses up off the floor.
- b. Does not allow food trays, cups, or other foreign objects in work area.
- c. Keeps all personal equipment, such as gloves, goggles, boots, and hooks in cabinets.
- d. Washes all chemical drums clean before disposing of them.

Communicates orally with personnel.

Read and summarize MSDS sheets.
Read and summarize JSA.

Follow sequential procedural directions.
Technical vocabulary.

Educational Objectives

Read and summarize JSA.

Read and summarize SOP. Technical vocabulary.

Read and summarize JSA.

Read and summarize MSDS

Curriculum

Reading Materials
MSDS Program

Reading Materials
Reading Materials

Reading Materials
MSDS Program
Reading Materials
MSDS Program

Assessment

Quiz

Quiz
Quiz

Quiz
Quiz

Outcome

IEP

IEP
IEP

IEP
IEP

Crit. Rating

Duty Task #

Frequency
Skill Value

Range operator (cont.)

Job Duties

Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts immediately to your supervisor.

Educational Objectives

Read and summarize JSA.

Communicate events sequentially.

Curriculum

Reading Materials

MSDS Program

Communication Materials Survey

Assessment

Quiz

Outcome

IEP

Crit. Rating

Duty Task #

Frequency

Skill Value

Job Title: *Delivery operator*

Job Purpose: Inspects cloth for quality, winds cloth on a-frame, or runs into white bin. Records production.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
<p>Secures a-frames and places in position or keeps bin pilers in proper place over white bin. Makes changes in thread ups from bleaching to white bins. Keeps proper amount of cloth in desize J box. Rings for singer operator to start and stop singer.</p>	<p>Read and summarize JSA. Estimates and adjusts dial to speed/slow J-Box. Cause and effect. Clear oral communication. Signal interpretation.</p>	<p>Reading Materials MSDS Program Math Materials</p>	<p>Quiz Locator/Quiz</p>	<p>IEP IEP</p>				
<p>Winds cloth onto a-frame neatly, monitors and adjusts air guides separating cloth by lots as designated by bleach schedule, or catches lot changes going to white bins and makes bin changes by bleach schedule.</p>	<p>Follow sequential Procedural directions. Read and summarize JSA. Read and interpret schedule.</p>	<p>Math Materials Reading Materials MSDS Program Reading Materials</p>	<p>Locator/Quiz Quiz Quiz</p>	<p>IEP IEP IEP</p>				
<p>Checks cloth for proper PH and absorbency. Notifies range operator if out of standards.</p>	<p>Communicate specifically and clearly with range operator. Perform titration checks (acid, base, PH). Read and summarize MSDS sheets. Compare-contrast with absorbency standard. Technical vocabulary.</p>	<p>Communication Materials Reading Materials MSDS Program Communication Materials</p>	<p>Survey Quiz Survey</p>	<p>IEP IEP IEP</p>				

Delivery operator (cont'd)

Job Duties

Completes all paper work associated with each lot, entering yards, machine number, shift, a-frame, or bin number into W.I.P terminal.

Wraps a-frames with plastic. Keeps all bins containing cloth properly covered and wet. Follows wet-down procedures.

Parks each a-frame in a neat and orderly manner in designated area.

Inspects cloth and compares to standard for any defects such as bad bleach, drips, or any other type of stains, holes, bowed or biased cloth (adjusts straightener if necessary). Reports defects to the supervisor immediately and records on off quality report.

Crit. Rating

Outcome

Assessment

Curriculum

Educational Objectives

Frequency

Skill Value

Keyboarding (numbers, enter, tab).

Enter information into appropriate space on spreadsheet.
Read computer screen.

Follows sequential procedural directions.

Read and summarize JSA.

Follow sequential procedural directions.

Read and summarize JSA.

Compare/contrast with prescribed quality standards.

Communicate details clearly to supervisor.

Record information appropriately on form.

Read and summarize JSA.

Read form.

IEP

IEP

IEP

IEP

IEP

Quiz

Quiz

IEP

IEP

Delivery Operator (40013)

Job Duties

Assists in repairing breakdowns, wrap-ups, and rethreads, or any breakdowns at any point on the range.

Reports any damaged a-frames or parts of machinery (mechanical or electrical) to operator or supervisor.

Removes all damaged cloth before it goes onto a-frames or in white bins and sews ends back together.

Maintains housekeeping standards as required. When machine is down for mechanical or electrical repairs, employee is to utilize his time by cleaning his/her working area or other areas as designated by supervisor.

Educational Objectives

Communicate clearly with other operators.
Follow sequential procedural directions.
Cause and effect.
Read and summarize JSA.

Orally communicate clearly to supervisor.
Compare/contrast with prescribed mechanical standards.
Technical vocabulary.

Follows sequential procedural directions.
Read and summarize JSA

Compare/Contrast with prescribed quality standards.

Read and summarize JSA.
Clear oral communication.
Technical vocabulary.

Crit. Rating

Duty Task #

Frequency

Value

Curriculum Assessment

Communication Materials Survey

Math Materials Locator/Quiz

Reading Materials MSDS Program Quiz IEP

Communication Materials Survey

Communication Materials Survey

Reading Materials Survey Quiz IEP

Math Materials Locator/Quiz IEP

Reading Materials MSDS Materials Quiz IEP

Communication Materials Survey

Reading Materials MSDS Materials Quiz IEP

Communication Materials Survey Quiz IEP

Delivery Operator (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Follows all safety policies and reports any unsafe conditions or acts to your supervisor immediately.	Read and summarize JSA. Clear oral communication. Communicate details.	Reading Materials MSDS Materials Communication Materials Communication Materials	Quiz Survey Survey	IEP				
Any other responsibilities assigned by the supervisor.	Clear oral communication. Technical vocabulary.	Communication Materials Reading Materials	Survey Quiz	IEP				

Job Title: Entry Operator
Job Purpose: Applies and records correct style and quantity of cloth to each lot. Sews rolls together, makes quality checks, and assists in minimizing downtime.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Obtains control sheets and keeps in proper sequence to be bleached.	Sequencing. Read and interpret codes and numbers on form. Clear oral communication.	Reading Materials Math Materials Reading Materials Math Materials Communication Materials	Quiz Locator/Quiz Quiz Locator/Quiz Survey	IEP IEP IEP IEP				
Checks each roll to insure correct style, width, and mill for lot is assigned.	Compare and contrast with proper measure. Interpret style code.	Communication Materials Reading Materials	Survey Quiz	IEP				
Marks beginning and end of each lot with lot number, style, or other special information.	Transfer codes from form to lot. Interpret and clearly and briefly restate special information. Technical vocabulary.	Reading Materials Reading Materials	Quiz Quiz	IEP IEP				
Attaches Greige roll ticket to control sheet, stamps if necessary.	Sequencing. Cause and effect.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
Scans roll tickets and control sheet with MEQ wand. Enters data into range control systems.	Sequencing. Keyboarding (enter code, enter, esc). Read screen. Follow sequential procedural directions.	Reading Materials Math Materials Mac Tour Reading Materials Math Materials	Quiz Locator/Quiz Quiz Locator/Quiz	IEP IEP IEP IEP				

Entry Operator (cont.)

Job Duties

Monitors singers and air guides. Adjusts air guides for different widths of cloth.

Checks Greige cloth for quality defects, notifies supervisor per S.O.P.

Maintains housekeeping standards as required. When machine is down for repairs, use time to perform cleaning duties.

Assists in repairing breakouts/wraps throughout the range.

Educational Objectives

Read and summarize JSA.

Cause and effect.

Compare and contrast with prescribed quality standards. Decision making. Clear oral communication.

Read and summarize MSDS.

Read and summarize JSA.

Read and summarize cleaning duties

Read and summarize MSDS sheets.

Read and summarize JSA.

Clear oral communication.

Technical vocabulary.

Follow sequential procedural directions.

Crit. Rating

Duty Task #

Frequency

Skill Value

Outcome

IEP

Assessment

Quiz

Curriculum

Reading Materials
MSDS Program

Communication Materials Survey

Problem Solving Materials Survey

Communication Materials Survey

IEP

Quiz

Reading Materials

MSDS Program

Reading Materials

MSDS Program

Reading Materials

IEP

Quiz

Quiz

IEP

Quiz

Reading Materials

MSDS Program

Communication Materials Survey

Quiz

Locator/Quiz

IEP

Math Materials

Entry Operator (cont.)

Job Duties

Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to supervisor immediately.

Any other responsibilities assigned by supervisor.

Educational Objectives

Read and summarize JSA.

Read and summarize MSDS sheets.

Clear oral communication of events. Technical vocabulary.

Clear oral communication. Technical vocabulary.

Read and summarize JSA.

Curriculum

Reading Materials
MSDS Program

Reading Materials
MSDS Program

Communication Materials
Reading Materials

Communication Materials
Reading Materials

MSDS Program

Assessment

Quiz

Quiz

Survey
Quiz

Survey
Quiz
Quiz

Outcome

IEP

IEP

IEP

IEP
IEP

Crit. Rating

Duty Task #

Fre- quency

Skill Value

FINISHING PLANT (Dye Department)

206

205

Job Title: Dye Range Operator

Job Purpose: Controls Dye Range. Observes control panel and equipment to detect quality operation. Adjust controls as necessary to dye cloth within quality specifications. Maintain correct heat in thermosol chamber. Observe dye pad to insure an even air flow into dye pad. Report to supervisor any condition that is out of specifications. Keep selvages turned out.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Check line up for dyeing cloth. Verify that correct style and quantity is received at scray.	Clear interpretation of written and oral information. Math: +, -, estimation.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
Check other sections of the dye range to verify range is cleaned between color changes.	Read and summarize JSA. Compare/contrast with standard	Reading Materials Communication Materials	Quiz Survey	IEP				
Operate dye range at standard operating speeds. Any variation must be approved by supervisor.	Interpret written info from chart.	Reading Materials	Quiz	IEP				
Coordinate with chemical mixer as to color changes, when a boil out for the dye pad is necessary, etc.	Clear oral communication.	Communication Materials	Survey					
Assist scray operator in unwrapping rolls.	Read and summarize JSA. Clear oral communication.	Reading Materials Communication Materials	Quiz Survey	IEP				
Observe cloth processed through machine to detect flaws such as holes and torn selvages. Also looks for lot and width changes.	Compare/contrast with prescribed standard. Estimation of measure. Standard measurement - width.	Communication Materials Math Materials Measurement Materials	Survey Locator/Quiz Locator/Quiz	IEP IEP				

Dye Range Operator (cont.)

Job Duties

grease spots to supervisor. Signals lot changes, holes, width changes, and other defects to the following operators using the ringing system. When observed, correct folded selvages.

Check production report to insure correct information.

In the event of a wrap up, tear out, etc. go to the problem area and assist the other machine operators in disentangling the wrap up and tear out, etc. Assist until cloth is rethreaded and machine is ready to adjust.

Maintains housekeeping standards as required.

Report needed repairs or service requirements to supervisor.

Report any change or improvements that may upgrade the safety conditions in the work area and/or production area.

Educational Objectives
Clear oral communication.

Math (+, -, X, - , estimation)
Interpret written info accurately.

Read and summarize JSA.
Clear oral communication.

Clear oral communication.

Clear written communication.
(write work order)
Technical vocabulary.

Clear oral communication.

Critical thinking.
Problem solving.
Technical vocabulary.

Curriculum
Communication Materials

Math Materials
Reading Materials

Reading Materials
Communication Materials

Communication Materials
Reading Materials
Communication Materials
Reading Materials
Reading Materials

Communication Materials
Reading Materials
Problem Solving Materials
Problem Solving Materials
Reading Materials

Outcome

IEP
IEP

IEP

IEP

IEP

IEP

IEP

Crit. Rating
Duty Task #
Frequency
Skill Value

Assessment
Survey

Locator/Quiz
Quiz

Quiz
Survey

Survey
Quiz
Survey
Quiz
Quiz

Survey
Quiz
Survey
Survey
Quiz

Dye Range Operator (cont.)

Job Duties

Other responsibilities are assigned by the supervisor.

Educational Objectives

Clear oral communication.

Technical vocabulary.

Read and summarize JSA.

Read and summarize MSDS.

Assist all other machine operators whenever equipment is stopped so that all downtime is held to an absolute minimum.

Clear oral communication.
Read and summarize JSA.

Technical vocabulary.
Context clues.

Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor

Read and summarize JSA.
Clear oral communication.
Technical vocabulary.

For rolls doffed off

- a) Inspect for defects by rolling at least 2 yards back (defects: holes, oil, or grease on selvage, damaged selvage, dye spots, etc.)
- b) tear off 6 inch wide shade, bow/bias patch.
- c) Check shade patch against either approved standard or approved shade patch.

Compare/contrast with standard.
Measurement.
Estimation.

Crit. Rating
Duty Task #
Frequency
Skill Value

Outcome

Assessment

Curriculum

IEP
IEP
IEP

Survey
Quiz
Quiz
Quiz

Communication Materials
Reading Materials
Reading Materials
Reading Materials

IEP

Survey
Quiz

Communication Materials
Reading Materials

IEP
IEP

Quiz
Quiz

Reading Materials
Reading Materials

IEP

Survey

Reading Materials

IEP
IEP

Survey
Locator/Quiz
Locator/Quiz

Communication Materials
Measurement Materials
Math Materials

Job Title: Dye/Range Delivery (02-2353)

Job Purpose: Doffs and wraps cloth from delivery end of dye range. Observes cloth as it winds up and notifies range operator of defects. Notifies Supervisor when defect cannot be corrected by adjustments on the machine. Operates winder at speeds, consistent with dye range. Keep cloth in air guides and straight on roll. Doff rolls and wrap in polyethylene. Enter correct information into computer and on lot sheets. Take shade patch at every roll.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Verify control sheet and line-up order with range operator and/or supervisor.	Clear oral communication. Summarize written information - prose and charts.	Communication Materials Reading Materials	Survey Quiz	IEP				
Adjust air guides at width changes.	Read and summarize USA. Measurement. Estimation. Compare/contrast with prescribed standard.	Reading Materials Measurement Materials Math Materials Communication Materials	Quiz Locator/Quiz Locator/Quiz Survey	IEP IEP IEP				
Doff roll at seam and get 6" shade patch.	Follow sequential, procedural directions. Standard measurement - length. Estimation.	Math Materials Measurement Materials Math Materials	Locator/Quiz Locator/Quiz Locator/Quiz	IEP IEP IEP				
Inspect cloth constantly. Check for holes, dye spots, water spots, oil, grease, turned selvage or anything that can be considered a quality problem.	Compare/contrast with prescribed standard.	Communication Materials	Survey					

Dye/Range Delivery (cont.)

Duties

In the event of a wrap up or breakout, go immediately to the problem area to assist in correcting the problem.

Bundle any waste cloth

Properly wrap roll using polyethylene and tie ends using tie wire twister. Hang ticket on roll using ticket procedure.

Enter correct information into the computer and on the control sheets.

Assist in cleaning machine (steamer, red rays, steam cans, etc.) as directed by a supervisor through the range operator.

Run leader rolls with the same care taken for production goods.

Resupply wrapping material as needed.

<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Clear oral communication. Follow sequential, procedural directions. Technical vocabulary. Context clues.	Communication Materials Math Materials Reading Materials Reading Materials	Survey Locator/Quiz Quiz Quiz	IEP IEP IEP				
Follow sequential, procedural directions. Read and summarize JSA.	Math Materials Reading Materials	Locator/Quiz Quiz	IEP IEP				
PC Skills (tab, kb, enter). Enter written info appropriately on forms.	Mac Tour Reading Materials	Quiz	IEP				
Clear oral communication. Follow sequential, procedural directions. Technical vocabulary. Read and summarize JSA.	Communication Materials Math Materials Reading Materials Reading Materials	Survey Locator/Quiz Quiz Quiz	IEP IEP IEP				
Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				

Dye/Range Delivery

Job Duties

Report needed repairs or service requirements

Report any change or improvement that may upgrade the safety conditions in the work and/or production area.

Maintain housekeeping standards as required.

Other responsibilities as assigned by supervisor.

Assist all other operators whenever equipment is stopped so that downtime is held to an absolute minimum.

Crit. Rating

Outcome

Assessment

Curriculum

Educational Objectives

Clear oral communication.
Technical vocabulary.

Clear written information
(write work order)

Clear oral communication.
Technical vocabulary.

Problem Solving.
Critical Thinking skills.

Read and comprehend JSA.

Clear oral communication.
Technical vocabulary
Read and summarize JSA

IEP

IEP

IEP

IEP

IEP

IEP

IEP

IEP

IEP

Duty Task #

Frequency

Skill Value

Dye/Range Delivery

Job Duties

Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor immediately.

Educational Objectives

Read and summarize JSA.
Clear oral communication.
Read and summarize MSDS

Curriculum

Reading Materials
MSDS Program
Communication Materials
Reading Materials
Reading Materials

Assessment

Quiz
Survey
Quiz

Outcome

IEP
IEP

Crit. Rating
Duty Task #
Frequency
Skill Value

Job Title: Dye Pad Operator (02-2350)

Job Purpose: Removes plastic from roll and checks ticket information with line-up. Lines cloth up whether in the cradle or on A-frames so as to keep it as straight as possible through machine. Maintains a level of cloth in scray to keep dye range running efficiently. Inspects cloth for damaged goods and removes as needed. Keeps cloth in air guides and selvages flat. Rings up lot changes as they occur. Keeps dye in dye pad and monitors flow and pad setting.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Removes polyethylene from roll (or A-frame) and aligns to go straight from cradle to dye pad air guides.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Checks ticket information with line-up.	Compare/contrast with standard Interpret written info.	Communication Materials	Survey					
Verifies line-up with range operator and/or supervisor.	Clear oral communication.	Communication Materials Reading Materials	Survey Quiz	IEP				
Maintains adequate level of cloth in scray to keep dye range running efficiently.	Estimation of quantity.	Math Materials	Locator/Quiz	IEP				
Inspects cloth before and while running, being alert to any potential problems.	Comprehend/contrast with prescribed standard.	Communication Materials	Survey					
Removes damaged cloth and bundles it.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Carefully sews seams.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Cuts two small holes at each lot change so as to be visible to delivery operator.	Follow directions carefully.							

Dye Pad Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Rings lot change up and records information on daily production report.	Estimation. Appropriately enter written information	Math Materials Forms	Locator/Quiz	IEP				
Keeps cloth in air guides and selvages flat.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Maintains dye level in pad and monitors pad settings.	Interpret written info from chart.	Reading Materials	Quiz	IEP				
Coordinates leader rolls for color changes with range operator and tow motor driver.	Clear oral communication.	Communication Materials	Survey					
In the event of a wrap up or breakout, go to the problem area and assist in correcting the problem.	Clear oral communication. Read and summarize JSA. Technical Vocabulary	Communication Materials Reading Materials Reading Materials	Survey Quiz Quiz	IEP IEP				
Dumps dye pad and rinses with water while running leader roll. Calls for dye when needed.	Follow sequential, procedural directions. Read and summarize JSA. Clear oral communication.	Math Materials Reading Materials Communication Materials - Reading Materials	Locator/Quiz Quiz Survey Quiz	IEP IEP IEP				
Assists in cleaning machine (steamer, dye pad, steam cans, red rays) as directed by supervisor through range operator.	Follow sequential, procedural directions. Read and summarize JSA.	Math Materials Reading Materials	Locator Quiz Quiz	IEP IEP				

Dye Pad Operator (cont.)

Job Duties

Report needed repairs or service requirements to supervisor.

Report any change or improvement that may upgrade the safety conditions in the work and/or production area.

Maintain housekeeping standards as required.

Other responsibilities as assigned by the supervisor.

Assist all other operators whenever equipment is stopped so that downtime is held to an absolute minimum.

Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor immediately.

Educational Objectives

Clear oral communication.
Clear written information (write work order).
Technical vocabulary.

Clear oral communication.
Technical vocabulary.

Critical thinking.
Problem Solving.

Read and summarize JSA.

Clear oral communication.
Read and summarize JSA/MSDS.

Technical Vocabulary.

Clear oral communication.
Read and summarize JSA.

Clear oral communication.
Read and summarize JSA.

Technical vocabulary.

Crit. Rating
Duty Task #
Frequency
Skill Value

Outcome

Assessment

Curriculum

Assessment

IEP

Survey
Quiz

Communication Materials
Reading Materials
Reading Materials

IEP

Survey
Quiz

Communication Materials
Reading Materials

IEP

Survey
Survey

Problem Solving Materials
Problem Solving Materials

IEP

Quiz

Reading Materials

IEP

Survey
Quiz

Communication Materials
Reading Materials

IEP

Survey
Quiz

Communication Materials
Reading Materials

IEP

Quiz

Reading Materials

IEP

FINISHING PLANT (Maintenance Department)

Job Title: Plant Clerk 1

Job Purpose: Responsible for maintaining files, records, answering phone and typing memos and performing other clerical duties as required.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Maintains all P.M. (Preventive Maintenance) records on computer.	Reading/interpreting forms Computer literacy Comparison Vocabulary	Reading Materials Mac Tour Vocabulary Program Communication Materials Reading Materials Vocabulary Program	Quiz 25 Word Test Survey Quiz 25 Word Test	IEP 24/25 IEP 24/25				
Files all completed P.M. records.	Alphabetizing	Reading Materials	Quiz	IEP				
Performs daily entry of completed work orders on computer.	Prioritizing Computer literacy Interpreting others' written communication Communication Problem solving Vocabulary	Mac Tour Vocabulary Program Reading Materials Communication Materials Problem Solving Materials Reading Materials Vocabulary Program	25 Word Test Quiz Survey Survey Quiz 25 Word Test	24/25 IEP				
File all completed work orders, by department.	Organize/sort	Reading Materials Communication Materials	Quiz Survey	IEP				
Maintains back log list for incomplete work orders.	Written communication Organizing Drawing Conclusions	Reading Materials Communication Materials	Quiz Survey	IEP				

Plant Clerk (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Records daily down time on all production machinery for all shifts and departments.	Organizing Gathering information from forms +,-,x,/ Communication Vocabulary	Forms Math Materials Communication Materials Reading Materials Vocabulary Program	Locator/Quiz Survey Quiz 25 Word Test	IEP 24/25				
Prepare weekly propane gas usage report.	Forms - written communication Compiling information from others Interpretation	Communication Materials Reading Materials Forms	Survey Quiz	IEP				
Prepare weekly P.V.A. report.	Interpret information Forms - written communication +,-,x,/ Comparison Vocabulary	Reading Materials Communication Materials Forms Reading Materials Communication Materials Math Materials Vocabulary Program Reading Materials	Quiz Survey Quiz Survey Locator/Quiz 25 Word Test Quiz	IEP IEP IEP 24/25 IEP				
Prepare weekly Maintenance Work Order report. +,-,x,/ *	Compile/interpret information Comparison Drawing conclusions Vocabulary	Reading Materials Communication Materials Communication Materials Reading Materials Vocabulary Program	Quiz Survey Survey Quiz 25 Word Test	IEP IEP IEP 24/25				



Plant Clerk (cont.)	Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Distributes and receives all mail for maintenance dept.	Sorting Communication	Communication	Communication Materials	Survey					
Escorts all vendors in plant.	Communication	Communication	Communication Materials	Survey					
Calls vendors for prices and orders.	+ . x. / Communication Forms - interpreting, using	Math Materials Communication Materials Reading Materials Forms Problem Solving Materials	Locator/Quiz Survey Quiz	IEP IEP					
Maintains all maintenance files.	Sorting/Organizing Using system for ordering Vocabulary	Reading Materials Vocabulary Program	Quiz 25 Word Test	IEP 24/25					
Keeps up with weekly employee hours.	+ . x. / Forms - reading, completing	Math Materials Reading Material Forms	Locator/Quiz Quiz	IEP IEP					
Maintains J.S.A. book.	Vocabulary	Reading Materials Vocabulary Program	Quiz 25 Word Test	IEP 24/25					
Maintains M.S.D.S. book.	Sorting/organizing Reading Comprehension Vocabulary	Reading Materials Vocabulary Program	Quiz 25 Word Test	IEP 24/25					
	Sorting/organizing Reading Comprehension	Reading Materials	Quiz	IEP					



Plant Clerk (cont.)

Job Duties

Ensures all requisitions follow proper procedures.

Filing out forms
Analysis

Performs other clerical/secretarial duties as assigned by supervisors.

Writing skills
Grammar
Communication
Proofreading

Be aware of and abide by plant and job safety procedure.
Report any unsafe conditions or acts immediately to supervisor

Observation/interpretation
Drawing conclusions
Sequence
Analysis

Educational Objectives

Sequence

Reading Materials
Math Materials
Forms

Writing Materials
Reading Materials
Communication Materials
Reading Materials

Communication Materials
Reading Materials
Math Materials

Crit. Rating
Duty Task #
Frequency
Skill Value

Outcome

IEP
IEP

Assessment

Quiz
Locator/Quiz

IEP
IEP
IEP

Quiz
Quiz
Survey
Quiz

IEP

Survey
Quiz
Locator/Quiz

Job Title: Instrument Technician

Job Purpose: Installation, calibration, and maintenance of process control systems on productive and auxiliary equipment.

Job Duties

Use various types of test equipment to diagnose and repair malfunctioning control systems on productive equipment. These instruments include but are not limited to oscilloscopes, digital and analog volt ohm meters, manometers and infrared scanners.

Use and understand complicated blueprints, schematic diagrams and line drawings to install and maintain control equipment.

Perform installation and maintenance of equipment such as level, temperature and flow, control and indication. and flow, control and indication.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Use various types of test equipment to diagnose and repair malfunctioning control systems on productive equipment. These instruments include but are not limited to oscilloscopes, digital and analog volt ohm meters, manometers and infrared scanners.	Measurement Safety Sequence Vocabulary	Measurement Materials Reading Materials Reading Materials Math Materials Reading Materials Vocabulary Program	Locator/Quiz Quiz Quiz Locator/quiz Quiz 25 Word Test	IEP IEP IEP IEP IEP 24/25				
Use and understand complicated blueprints, schematic diagrams and line drawings to install and maintain control equipment.	Blueprint Reading Schematic reading Diagram reading/interpretation Math - scale Geometry Visual (2D to 3D) thinking Analysis Problem solving	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
Perform installation and maintenance of equipment such as level, temperature and flow, control and indication. and flow, control and indication.	Dial reading/interpretation Drawing conclusions Sequence Problem solving Vocabulary	Problem Solving Materials Reading Materials Communication Materials Reading Materials Math Materials Problem Solving Materials Reading Materials Vocabulary Program	Survey Quiz Survey Quiz Locator/Quiz Survey Quiz 25 Word Test	IEP IEP IEP IEP IEP IEP 24/25				

Instrument Technician (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Install control equipment, tubing and wiring necessary to operate and maintain process controls.	Sequence Safety Measurement	Reading Materials Math Materials Reading Materials Measurement Materials	Quiz Locator/Quiz Quiz Locator/Quiz	IEP IEP IEP IEP				
Perform calibration and routine maintenance, including periodic checks of level indication and control devices.	Dial/meter reading Interpretation Estimation Sequence	Reading Materials Math Materials Reading Materials Math Materials	Quiz Locator/Quiz Quiz Locator/Quiz	IEP IEP IEP IEP				
Routine maintenance and reconditioning of electrically actuated pneumatic valves.	Sequence Safety Measurement	Reading Materials Measurement Materials	Quiz Math Materials Locator/Quiz	IEP Locator/Quiz IEP				
Maintenance of plant process control computer systems including making backups of critical programs and routine programming modifications.	Computer skills Problem solving Decision making	Mac Tour Vocabulary Program Sequence Math Materials Problem Solving Materials Problem Solving Materials	25 Word Test Reading Materials Locator/Quiz Survey Survey	24/25 Quiz IEP			IEP	

Instrument Technician (cont.)

Job Duties

Assist in maintenance record keeping and in establishing P.M. programs in areas of responsibility.

Aid in day-to-day training of technicians of lower classifications.

Assist all other technicians (technician I) in the performance of their duties and may, at any time, perform duties of the lower classifications.

Assist other maintenance personnel in the performance of their duties.

Educational Objectives

Decision making
Forms - filling out
- designing
Sequence

Communication

Communication
Sequence

Breaking problems down to component parts
Cause & Effect
Vocabulary

Cooperation
Team Building

Communication
Math
Measurement
Vocabulary

Communication
Team building

Crit. Rating
Duty Task #
Frequency
Skill Value

Outcome

Assessment

Problem Solving Materials
Forms

Reading Materials
Math Materials
Communication Materials

Communication Materials
Reading Materials
Math Materials
Word Problems

Reading Materials
Vocabulary Program
Communication Materials
Problem Solving Materials
Communication Materials

Communication Materials
Math Materials
Measurement Materials
Reading Materials
Vocabulary Program

Communication Materials
Problem Solving Materials
Communication Materials

Survey

Quiz
Locator/Quiz
Survey

Survey
Quiz
Locator/Quiz

Quiz
25 Word test
Survey
Survey
Survey

Survey
Locator/Quiz
Locator/Quiz
Quiz
25 Word Test

Survey
Survey
Survey

IEP
IEP

IEP
IEP

IEP
24/25

IEP
IEP
IEP
24/25

Instrument Technician (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Be familiar with and abide by plant and job safety procedures.	Reading Comprehension Problem solving Decision making Cause & Effect Analysis	Reading Materials Problem Solving Materials Problem Solving Materials	Quiz Survey Survey	IEP				
Be familiar with and abide by plant and departmental rules.	Reading Comprehension Vocabulary Decision making	Reading Materials Reading Materials Vocabulary Program Problem Solving Materials	Quiz Quiz 25 Word Test Survey	IEP IEP 24/25				
Maintain housekeeping standards as required.	Cause & Effect Safety Planning	Reading Materials	Quiz	IEP				

Job Title: Electrician 21

Job Purpose: Installation, repair and maintenance of electrical equipment, wiring, high and low voltage circuits, and electrical control systems in accordance with applicable national, state and local codes.

Job Duties

Use various types of meters and test equipment commonly used to detect and diagnose electrical problems. Equipment includes, but is not limited to oscilloscope, digital and analog volt ohm meters and clamp on and series ammeters.

Use and understand complicated blue prints, schematic diagrams and line drawings to install and service power supplies and controls for both A.C. and D.C electrical equipment

<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Sequence	Reading Materials	Quiz	IEP				
Math Materials	Locator/Quiz	IEP					
Safety	Reading Materials	Quiz	IEP				
Reading Diagrams	Reading Materials	Quiz	IEP				
Measurement	Measurement Materials	Locator/Quiz	IEP				
Vocabulary	Reading Materials	Quiz	IEP				
	Vocabulary Program	25 Word Test	24/25				
Analytical Thinking	Reading Materials	Quiz	IEP				
Blueprint Reading	Reading Materials	Quiz	IEP				
Schematic reading	Reading Materials	Quiz	IEP				
Diagram reading/interpretation	Reading Materials	Quiz	IEP				
Math - scale	Math Materials	Locator/Quiz	IEP				
Geometry	Math Materials	Locator/Quiz	IEP				
Visual (2D to 3D) thinking							
Analysis							
Problem solving	Problem Solving Materials	Survey	IEP				
Electrical terms	Reading Materials	Quiz	24/25				
	Vocabulary Program	25 Word Test	IEP				
Vocabulary	Reading Materials	Quiz	24/25				
Safety	Vocabulary Program	25 Word Test	IEP				
Sequence	Reading Materials	Quiz	IEP				
Algebra	Reading Materials	Quiz	IEP				
	Math Materials	Locator/Quiz	IEP				
	Math Materials	Locator/Quiz	IEP				

Electrician 21 (cont.)

Job Duties

Installation and maintenance of power distribution systems for machinery and lighting systems.

Installs conduit, wiring and control equipment, completing all connections and performs required testing prior to energizing circuits.

Performs disassembly, repair and reassembly of electric motors and generators.

Educational Objectives

Safety
Sequence

Logical progression
Decision Making
Problem Solving
Estimation
Breaking problems down to component parts

Safety
Sequence

Measurement
Logical thinking.
Analytical thinking
Reading Comprehension
Metric conversion
Estimation
Time management
Planning
Visual thinking
Electrical terms

Safety
Measurement
Metric conversion
Electrical terms

Math - formulas/
Analytical thinking
Cause & Effect

Curriculum

Reading Materials
Math Materials
Math Materials
Problem Solving Materials
Problem Solving Materials
Math Materials
Word Problems

Reading Materials
Reading Materials
Math Materials
Measurement Materials
Problem Solving Materials

Reading Materials
Measurement Materials
Math Materials

Reading Materials
Vocabulary Program
Reading Materials
Measurement Materials
Measurement Materials
Reading Materials
Vocabulary Program
Math Materials

Outcome

IEP
IEP
IEP
IEP

IEP
IEP
IEP
IEP

IEP
IEP
IEP

IEP
IEP
IEP
IEP
IEP
24/25
IEP

Assessment

Quiz
Locator/Quiz
Locator/Quiz
Survey
Locator/Quiz

Quiz
Quiz
Locator/Quiz
Locator/Quiz
Survey

Quiz
Locator/Quiz
Locator/Quiz

Quiz
Quiz
Locator/Quiz
Locator/Quiz
Quiz
25Word Test
Locator/Quiz

Crit. Rating
Duty Task #
Frequency
Skill Value

Electrician 21 (cont.)

Job Duties

Specifies repair and replacement parts necessary to perform job duties.

Educational Objectives

Sequence
 Planning
 Communication
 Writing - communication
 Accuracy in measurement, terms, part names

Assist in maintenance record keeping and in establishing P.M. programs in areas of responsibility.

Written communication
 Forms filled out
 Designing forms/jobs
 Communication
 Reading Comprehension
 Electrical terms
 Logical thinking
 Sequence

Crit. Rating

Outcome

Assessment

Curriculum

Educational Objectives

Job Duties



IEP
 Locator/Quiz IEP

Quiz
 Math Materials

Reading Materials

Sequence

IEP

Survey
 Survey
 Quiz

Communication Materials
 Communication Materials
 Reading Materials

Communication
 Writing - communication
 Accuracy in measurement, terms, part names

IEP

Survey

Communication Materials
 Reading Materials
 Forms

Written communication
 Forms filled out
 Designing forms/jobs
 Communication
 Reading Comprehension
 Electrical terms

IEP
 IEP
 24/25
 IEP
 IEP
 IEP

Survey
 Quiz
 Quiz
 25 Word Test
 Locator/Quiz
 Quiz
 Locator/Quiz

Communication Materials
 Reading Materials
 Reading Materials
 Vocabulary Program
 Math Materials
 Reading Materials
 Math Materials

Communication
 Reading Comprehension
 Electrical terms
 Logical thinking
 Sequence

Electrician 21 (cont.)

Job Duties

Install, calibrate and maintain control circuits and devices. Aid in day-to-day training of electricians of lower classification.

Educational Objectives

Measurement
Reading Comprehension
Metric conversion

Communication
Cooperation
Team building

Electrical terms

Cause & Effect
Logical thinking

Sequence

Breaking problems down to their component parts

Curriculum

Measurement Materials
Reading Materials
Measurement Materials
Decision making
Communication Materials
Communication Materials
Communication Materials
Problem Solving
Reading Materials
Vocabulary Program

Math Materials
Problem Solving Materials
Reading Materials
Math Materials
Word Problems

Assessment

Locator/Quiz
Quiz
Locator/Quiz
Problem Solving Materials
Survey
Survey
Survey
Quiz
25 Word Test

Locator/Quiz
Survey
Quiz
Locator/Quiz

Outcome

IEP
IEP
IEP
IEP
IEP
IEP
IEP
IEP
24/25

IEP
24/25

Crit. Rating
Duty Task #
Frequency
Skill Value

Survey

Assist all other electricians (electrician 1) in the performance of their duties and may, at any

time, perform duties of the lower classifications.

Assist other maintenance personnel in the performance of their duties.

Communication Materials
Communication Materials
Communication Materials
Problem Solving
Problem Solving Materials
Reading Materials
Vocabulary Program

Survey
Survey
Survey
Survey
Quiz
25 Word Test

Communication Materials
Communication Materials
Communication Materials
Problem Solving

Survey
Survey
Survey

Electrician 21 (cont.)

Job Duties

Be familiar with and abide by plant and job safety procedures.

Be familiar with and abide by plant and departmental rules.

Maintain housekeeping standards as required.

Educational Objectives

Safety
Reading comprehension
Sequence

Reading comprehension
Cause & Effect
Planning

Planning
Sequence

Curriculum

Reading Materials
Communication Materials
Reading Materials
Math Materials

Reading Materials

Reading Materials
Math Materials

Assessment

Quiz
Survey
Quiz
Locator/Quiz

Quiz

Quiz
Locator/Quiz

Outcome

IEP
IEP
IEP

IEP

IEP
IEP

Crit. Rating

Duty Task #

Frequency

Skill Value

Job Title: Analyst Planner

Job Purpose: Assist supervisor in overseeing maintenance responsibilities. Must plan schedule and perform hands on work, as well as provide leadership for the department.

Job Duties

Work side by side with fellow craftsmen.

Must be skilled in the use of maintenance equipment and diagnosing problems with production equipment including, but not limited to: gas, air, steam and water systems, and general building repairs.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Work side by side with fellow craftsmen.	Communication Cooperation Team building Vocabulary Creative thinking Analytical thinking	Communication Materials Communication Materials Communication Materials Problem Solving Reading Materials Vocabulary Program Problem Solving Materials	Survey Survey Survey Quiz 25 Word Test Survey	IEP 24/25				
Must be skilled in the use of maintenance equipment and diagnosing problems with production equipment including, but not limited to: gas, air, steam and water systems, and general building repairs.	Vocabulary Communication Decision-making Problem-solving Analytical thinking Creative thinking Critical thinking Logical thinking Cause & Effect Sequence Measurement Metric Conversion Algebra	Reading Materials Vocabulary Program Communication Materials Problem Solving Materials Problem Solving Materials Problem Solving Materials Problem Solving Materials Math Materials Problem Solving Materials	Quiz 25 Word Test Survey Survey Survey Survey Survey Locator/Quiz Survey	IEP 24/25				
		Reading Materials Math Materials Measurement Materials Measurement Materials Math Materials	Quiz Locator/Quiz Locator/Quiz Locator/Quiz Locator/Quiz	IEP IEP IEP IEP IEP				

Analyst Planner (cont.)

Job Duties

Assist in establishing P.M. systems and schedules and maintenance record keeping

Specifies needed replacement equipment and parts.

Aids in the training of craftsmen of lower classifications.

Educational Objectives

Designing forms
Sequence

Reading Comprehension
Communication
Planning
Time management

Vocabulary

Sequence

Measurement
Problem solving
Metric conversion
+ , - , x , /

Communication
Cooperation
Team building

Planning
Sequence

Breaking problems
down to their com-
ponent parts
Application

Curriculum

Forms

Reading Materials

Reading Materials

Communication Materials

Reading Materials

Math Materials

Reading Materials

Math Materials

Measurement Materials

Problem Solving Materials

Measurement Materials

Math Materials

Communication Materials

Communication Materials

Communication Materials

Problem Solving

Reading Material

Math Materials

Word Problems

Assessment

Quiz

Math Materials

Quiz

Survey

Quiz

Locator/Quiz

Quiz

Locator/Quiz

Locator/Quiz

Survey

Locator/Quiz

Locator/Quiz

Survey

Survey

Survey

Quiz

Locator/Quiz

Analyst Planner (cont.)

Job Duties

Must be willing and able to delegate work and see that it is carried out in a safe and cost effective manner.

Educational Objectives

- Communication
- Cooperation
- Team building
- Safety
- Planning
- Analytical Thinking
- Logical thinking
- Time management
- Synthesis
- Sequence
- Cause & Effect
- Details - recognizing & ordering
- Budget skills
- Communication
- Cooperation
- Team building

Assist all other maintenance personnel in the performance of their duties, and may at any time perform the duties of the lower classifications.

Crit. Rating
Outcome
Duty Task #
Frequency
Skill Value

Assessment

Communication Materials Survey	IEP
Communication Materials Survey	
Communication Materials Survey	
Problem Solving Reading Materials Quiz	IEP
Math Materials Problem Solving Material Locator/Quiz Survey	IEP
Reading Materials Math Materials Quiz	IEP
Math Materials Math Materials Locator/Quiz	IEP
Communication Materials Survey	
Communication Materials Survey	
Communication Materials Problem Solving	

Analyst Planner (cont.)

Job Duties

Be able to communicate to the supply department, part numbers, descriptions, etc. from drawings as well as machinery, to aid in acquiring needed parts and equipment.

Educational Objectives

German vocabulary
Vocabulary
Measurement
Analysis
Blueprint reading
Schematic reading
Communication
Planning
Metric Conversion
Decision-making
Reading Comprehension

Curriculum

Reading Materials
Measurement Materials
Communication Materials
Measurement Materials
Problem Solving Materials
Reading Materials

Assessment

Quiz
Vocabulary Program
Locator/Quiz
Survey
Locator/Quiz
Survey
Quiz

Outcome

IEP
IEP

Crit. Rating
Duty Task #
Frequency
Skill Value

Contact vendors to acquire parts for production equipment.

Forms - filling out
Communication
Measurement
+ , - x /
Estimation

Forms
Communication Materials
Measurement Materials
Math Materials
Math Materials

IEP
IEP
IEP

Coordinate and plan work schedules and priorities.

Planning
Sequence
Logical thinking
Communication
Cooperation
Team building
Ranking in order-prioritizing

Reading Materials
Math Materials
Problem Solving Materials
Communication Materials
Communication Materials
Communication Materials
Problem Solving Materials

IEP
IEP

Analyst Planner (cont.)	Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
	Assist managers in scheduling downtime work in production equipment.	Communication Planning Ranking in priority order Analytical thinking Problem solving Sequence	Communication Materials Problem Solving Materials Reading Materials Math Materials	Survey Survey Quiz Locator/Quiz	IEP				
	Be familiar with and abide by plant and job safety procedures.	Safety Reading Comprehension Cause & Effect Analysis	Reading Materials Reading Materials	Quiz Quiz	IEP IEP				
	Be familiar with and abide by plant and departmental rules.	Reading Comprehension Sequence Communication	Reading Materials Reading Materials Math Materials Communication Materials	Quiz Quiz Locator/Quiz Survey	IEP IEP IEP IEP				
	This job description only lists the principle duties of the job. Incidental or additional duties may be assigned and such duties are considered a part of this job.	Synthesis Creative thinking Problem solving	Problem Solving Materials Problem Solving Materials	Survey Survey					

Job Title: Section Leader

Job Purpose: Assist supervisor in overseeing maintenance responsibilities. Must plan schedule and perform hands on work, as well as provide leadership for the department.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Work side by side with fellow craftsmen.	Communication Cooperation Team building Vocabulary Creative thinking Analytical thinking	Communication Materials Communication Materials Communication Materials Problem Solving Reading Materials Vocabulary Program Problem Solving Materials	Survey Survey Survey Quiz 25 Word Test Survey	IEP 24/25				
Must be skilled in the use of maintenance equipment and diagnosing problems with production equipment including, but not limited to: gas, air steam and water systems, and general building repairs.	Vocabulary Communication Decision-making Problem-solving Analytical thinking Creative thinking Critical thinking Logical thinking Cause & Effect Sequence Measurement Metric Conversion Algebra	Reading Materials Vocabulary Program Communication Materials Problem Solving Materials Problem Solving Materials Problem Solving Materials Problem Solving Materials Math Materials Problem Solving Materials Reading Materials Math Materials Measurement Materials Measurement Materials Math Materials	Quiz 25 Word Test Survey Survey Survey Survey Survey Locator/Quiz Survey Quiz Locator/Quiz Locator/Quiz Locator/Quiz Locator/Quiz	IEP 24/25				

Section Leader (cont.)

Job Duties

Assist in establishing P.M. stems and schedules and maintenance record keeping.

Specifies needed replacement equipment and parts.

Aids in the training of craftsmen of lower classifications.

Educational Objectives

Designing forms
Sequence
Reading comprehension
Communication
Planning
Time management

Vocabulary

Sequence

Measurement
Problem solving
Metric conversion
+, -, x, /

Communication
Cooperation
Team building

Planning
Sequence

Breaking problems down to their component parts
Application

Crit. Rating

Duty Task #

Frequency

Skill Value

Outcome

Assessment

Curriculum

IEP
IEP

Quiz
Quiz
Survey

Reading Materials
Reading Materials
Communication Materials

IEP
24/25
IEP
IEP
IEP

Quiz
25 Word Test
Quiz
Locator/Quiz
Locator/Quiz
Survey
Locator/Quiz
Locator/Quiz

Reading Materials
Vocabulary Program
Reading Materials
Math Materials
Measurement Materials
Problem Solving Materials
Measurement Materials
Math Materials

Survey
Survey
Survey
Survey

Communication Materials
Communication Materials
Communication Materials
Problem Solving

Survey
Survey

Reading Materials
Problem Solving
Word Problems

Section Leader (cont.)

Job Duties

Must be willing and able to delegate work and see that it is carried out in a safe and cost effective manner.

Educational Objectives

- Communication
- Cooperation
- Team building
- Safety
- Planning
- Analytical thinking
- Logical thinking
- Time management
- Synthesis
- Sequence
- Cause & Effect
- Details - recognizing & ordering
- Budget skills

Curriculum

- Communication Materials
- Communication Materials
- Communication Materials
- Problem Solving
- Reading Materials

Math Materials
Problem Solving

Reading Materials
Math Materials

Math Materials

- Communication Materials
- Communication Materials
- Communication Materials
- Problem Solving

Assessment

- Survey
- Survey
- Survey
- Survey
- Quiz

Locator/Quiz
Survey

Quiz
Survey

Locator/Quiz

Crit. Rating

Duty Task #

Frequency

Skill Value

IEP

IEP

IEP

IEP

Assist all other maintenance personnel in the performance of their duties and may at any time perform the duties of the lower classifications.

This job description only lists the principle duties of the job. Incidental or additional duties may be assigned and such duties are considered a part of this job.



<u>Section Leader (cont.)</u>	<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
	Be familiar with and abide by plant and job safety procedures.	Observe safety practices. Reading Comprehension Cause & Effect Analysis	Reading Materials	Quiz	IEP				
	Be familiar with and abide by plant and departmental rules.	Reading Comprehension Sequence	Reading Materials Reading Materials	Quiz Quiz	IEP IEP				

Job Title: P VA Technician

Job Purpose: Operates and maintains sizing reclamation system and related subsystems. Loads sizing transport tankers.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Starts, stops and operates sizing recovery system to produce sizing.	Planning Process Sequence Reading dials/indicators	Reading Materials Reading Materials	Quiz Quiz	IEP IEP				
Uses various pumps and filtering systems to process or transfer sizing.	Sequence Decision making Logical thinking	Reading Materials Math Materials Problem Solving materials Math Materials Problem Solving Materials	Quiz Locator/Quiz Survey Locator/Quiz Survey	IEP IEP IEP IEP				
Uses electronic and pneumatic controllers and valves to process or transfer sizing solutions from one process to another.	Analysis of process Compare/contrast Measurement Weights Reading indicators/ interpretation Drawing conclusions	Communication Materials Measurement Materials Measurement Materials Reading Materials	Survey Locator/Quiz Locator/Quiz Quiz	IEP IEP IEP				
Uses various electrical panels, switches, sensors, etc. to process or transfer sizing.	Read indicators Decision making Sequence Logical progression	Communication Materials Reading Materials Problem Solving Materials Reading Materials Math Materials	Survey Quiz Survey Quiz Locator/Quiz	IEP IEP IEP				

P VA Technician (cont.)

Job Duties

Collects grab samples routinely from tanks and processes for analytical or quantitative analysis

Uses lab equipment such as refractometers to analyze sizing samples.

Records routine data concerning the operating conditions of the sizing reclamation system. (flows, levels, temperatures, sizing concentrations, etc.).

Educational Objectives

Measurement/weights
Sequence

Planning

Time management

Decision making

Math - basic

Algebra

Trigonometry

Weights/measurements

Analytical thinking

Sequence

Cause & Effect

Estimation

Problem solving

Percentages

Writing - filling out reports

Weights/measurements

Recordkeeping

Reading indicators

Algebra

Trigonometry

Percentages/ gallons

Problem solving

Math - basic

Metric measurement/
Conversion

Crit. Rating
Duty Task #
Frequency
Skill Value

Outcome

Assessment

Curriculum

Educational Objectives

Job Duties



IEP
Quiz
IEP

Locator/Quiz
Reading Materials
Locator/Quiz

Measurement Materials
Reading Materials
Math Materials

Measurement/weights
Sequence

Planning

Time management

Decision making

Math - basic

Algebra

Trigonometry

Weights/measurements

Analytical thinking

Sequence

Cause & Effect

Estimation

Problem solving

Percentages

Writing - filling out reports

Weights/measurements

Recordkeeping

Reading indicators

Algebra

Trigonometry

Percentages/ gallons

Problem solving

Math - basic

Metric measurement/
Conversion

IEP

Survey
Locator/Quiz

Problem Solving Materials
Math Materials

IEP

Locator/Quiz

Math Materials

IEP

Locator/Quiz

Math Materials

IEP

Locator/Quiz

Math Materials

IEP

Quiz

Reading Materials

IEP

Locator/Quiz

Math Materials

IEP

Locator/Quiz

Math Materials

IEP

Locator/Quiz

Problem Solving Materials

IEP

Survey
Locator/Quiz

Math Materials

IEP

Quiz

Reading Materials

IEP

Locator/Quiz

Measurement Materials

IEP

Locator/Quiz

Math Materials

IEP

Locator/Quiz

Math Materials

IEP

Locator/Quiz

Problem Solving Materials

IEP

Survey
Locator/Quiz

Math Materials

IEP

Locator/Quiz

Measurement Materials

P VA Technician (cont.)

Job Duties

Uses pumps, electrical gear and instruments to load sizing transport tankers.

Flushes and cleans recovery system and related subsystems weekly.

Flushes and chemically cleans recovery system periodically.

Cleans and maintains the appearance of the reclamation system and related subsystems.

Educational Objectives

Tank volumes/ conversions
Reading indicators,
Planning
Observe Safety

Planning
Sequence

Communication
Volumes
Measurement

Safety
Measurement
Weights
Metric
Estimation

Planning
Process

Curriculum

Measurement Materials
Reading Materials

Reading Materials
Math Materials
Communication Materials
Measurement Materials
Measurement Materials

Reading Materials
Measurement Materials
Measurement Materials
Measurement Materials
Math Materials

Assessment

Locator/Quiz
Quiz

Quiz
Locator/Quiz
Survey
Locator/Quiz
Locator/Quiz

Quiz
Locator/Quiz
Locator/Quiz
Locator/Quiz
Locator/Quiz

Outcome

IEP
IEP

IEP
IEP

IEP
IEP

IEP
IEP
IEP
IEP
IEP

Crit. Rating

Duty Task #

Freq. #

Skill Value

Job Title: Mechanic

Job Purpose: Installs, repairs, maintains and does preventive maintenance on equipment. Does general building maintenance and be able to understand.

Job Duties

Properly use various test equipment, such as vibration meters, tachometers, dial indicators, heat indicators, etc. to detect and diagnose mechanical problems on production machinery and utility support equipment.

Set up and operate equipment, such as drill presses, lathes, milling machines, key cutters, grinding equipment plus a thorough working knowledge of all hand tools and portable power tools.

Install, maintain and overhaul utility equipment, such as pumps, fans, compressors, refrigeration machines and power transmission equipment, in addition to production equipment as required.

Work from blueprints or sketches to install equipment, conveying and/or storage systems. Read basic blueprints or sketches to fabricate parts.

Educational Objectives Curriculum Assessment Outcome Crit. Rating Duty Task # Frequency Skill Value

<u>Mechnic (cont)</u>	<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome Rating</u>	<u>Task #</u>	<u>quency</u>	<u>Value</u>
	Have a working knowledge of pipefitting practices and be able to layout and install piping runs for steam, air, or other materials.							
	Familiar with fundamentals of welding and welding equipment. Must be able to use welding and cutting torches and perform welding of structural steel, metal plates, piping and metal parts. Code certification is not required.							
	Install and maintain steam traps, regulators, steam stations, heaters and similar equipment.							
	Lubricates as necessary.							
	Install and maintain water related equipment.							
	Maintain lift truck equipment and other powered vehicles.							
	Aid in establishing P.M. systems and maintenance records.							
	Overhaul gearboxes and drive equipment.							
	Have a basic knowledge of fire protection systems.							

Mechanic (cont.)
Job Duties
May be required to do basic carpentry work as required.
Incidental or additional duties may be assigned from time to time and are part of this job description.
Maintain housekeeping standards as required.

Educational Objectives
Curriculum
Assessment
Outcome
Crit. Rating
Duty Task #
Fre- quency
Skill Value

Job Title: Utility Cleaner

Job Purpose: Performs various housekeeping duties as required. Covers for absenteeism in housekeeping dept., drives company vehicle to pick up supplies on occasion.

Job Duties Paints as required.

Educational Objectives

Curriculum

Assessment

Crit. Rating

Duty Task #

Skill

Frequency

Value

Maintains storage area for cleaning equipment and supplies.

Cleans office floors - sweep, mop, wax.

Operates floor buffer.

Removes for disposal heavy trash and pallets.

Covers for absenteeism in Housekeeping Dept.

- a. Performs duties of Janitor
- b. Performs duties of Floor Cleaner Operator.

Drives company vehicle to pick up supplies or parts at various locations on occasion.

Assist other maint. personnel in the performance of their duties.

Be familiar with and abide by plant job safety procedures.

Job Title: Floor Cleaner Operator

Job Purpose: Operates floor scrubber/sweeper to clean and maintain floors throughout the plant. Assist other maint. personnel in the performance of their duties. Assists in cleaning and maintaining restrooms and offices in the plant.

Job Duties

Operates floor scrubber/sweeper to clean and maintain floors in the plant. Includes filling chemical solution tanks on scrubber/sweeper and cleaning machine.

Performs pre-operation safety check on floor scrubber/sweeper using check list.

Removes for disposal pallets or heavy trash.

Covers for absenteeism of janitor (see job description for janitor).

Paints as needed.

Cleans and applies protective finish to office floors - consisting of sweeping, mopping and waxing floors.

Operates floor buffing machine.

Be familiar with and abide by plant job safety procedures.

Crit. Rating Outcome Duty Task # Frequency Skill Value

Assessment

Curriculum

Educational Objectives

Job Title: Utility Cleaner/Space

Job Purpose: Performs various housekeeping duties as required. Covers for absenteeism in Housekeeping Dept. Drives company vehicle to pick up supplies on occasion.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Paints as required.								
Maintains storage area for cleaning equipment and supplies.								
Cleans office floors-sweep, mop, wax.								
Operates floor buffer.								
Removes for disposal heavy trash and pallets.								
Covers for absenteeism in Housekeeping Dept.								
a. Performs duties of Janitor.								
b. Performs duties of Floor Cleaner Operator.								
c. Must be willing and able to accept permanent job assignment on any shift to fill vacancy as required.								
Drives company vehicle to pick up supplies or parts at various locations on occasion.								
Assist other maint. personnel in the performance of their duties.								

Job Title: Janitor

Job Purpose: Cleans and maintains restrooms, offices and floors throughout the plant.

Job Duties

Cleans restrooms - consisting of sweeping and mopping floors; cleaning commodes, sinks, urinals, mirrors and walls; replaces toilet paper, paper towels and soap in dispensers; empty trash cans.

Cleans and applies protective finish to office floors - consisting of sweeping, mopping and waxing floors.

Operates floor buffing machine.

Paints as needed.

Removes trash and pallets for disposal.

Assist other maintenance personnel in the performance of their duties.

Be familiar with and abide by plant job safety procedures.

Crit. Rating **Outcome** **Duty Task #** **Frequency** **Skill Value**

Assessment

Curriculum

Educational Objectives

Job Title: Plant Technician II

Job Purpose: Perform administrative duties in relation to projects within the plant as directed by the Plant Engineer.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
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Update present and future plant layouts utilizing drafting procedures and CAD/CAM system.

Establish a "scope of work" for contractor bidding.

Handle day to day engineering requests.

Develop construction milestones and insure critical paths are updated as required.

Assist Maintenance Supervisors in performance of their duties as necessary.

FINISHING PLANT (Finishing Dept)

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295

Job Title: Tenter Finishing Inspector (03-04353, 02-3351)

Job Purpose: Tend wetout mangle. Turns valve to control proper level of water in mangle. Maintain proper nip roll pressure. Observe flow of cloth through mangle to detect holes and torn selvages. Maintain cloth in the airguides, or Toyo straightener and keep airguides at proper setting. Keep selvages turned out to prevent foiled selvages. The operator will observe the cloth for defects, removing them where applicable, and insure the cloth is straight. Notify other operators about defects, lot and width changes by using the ringing system. Inspects cloth as it passes over finish pad, vacuum, red-ray, over pre-dry cans, straightener and into dryer. Keeps cloth in the entry end of the tenter frames. Maintains correct finish in finish pad. Normally operates filling straightener in automatic mode, but has the capability of operating in manual mode when running printed goods.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Verify schedule with range operator and supervisor.	Clear oral communication. Technical vocabulary. Sequencing.	Communic Materials. Reading materials. Reading Materials. Math Materials	Survey Quiz Quiz Locator/Quiz	IEP IEP IEP				
Enter into the computer the correct lot number, style, scheduled yards, and setup for each lot.	PC Skills (keyboard,#'s, tab enter, arrows, read screen) Read and transfer written information from control sheet to computer	Mac Tour Reading Materials	25 Word Test Quiz	24/25 IEP				
Watch for lot changes and notify other operators using the ringing system. Press computer lot start button as cloth enters the pad.	Interpret signals Clear oral communication. Technical vocabulary. Compare and contrast	Communic Materials Reading Materials Communic Materials	Survey Quiz Survey	IEP				
Properly align A-frame at scray.	Read and summarize JSA Technical vocabulary	Reading Materials Reading Materials	Quiz Quiz	IEP IEP				

Tenter Finishing Inspector (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Ensure forklift operator wands roll or A-frame onto entry scray.	Clear oral communication.	Communic Materials	Survey					
When running rolls, with the assistance of another operator, unwrap rolls, remove tie wires from polyethylene, and bag up.	Follow sequential, procedural directions. Technical vocabulary.	Math Materials Communic Materials Reading Materials	Locator/Quiz Survey Quiz	IEP IEP				
Ensure roll ticket matches lineup and position roll tickets into end of shell. Keep lots separate.	Clear oral communication Read and summarize JSA	Communic Materials Reading Materials	Survey Quiz	IEP IEP				
Sew on rolls and remove defects, metal clips, resewing cloth. Take patches as instructed.	Read written information from roll ticket Follow sequential, procedural directions. Technical vocabulary. Compare/contrast with quality standard	Reading Materials Reading Materials Communic Materials	Quiz Quiz Survey	IEP IEP				
Sew width changes together properly, joining selvages on both sides. Cut two holes at lot change seam (maximum diameter 2 inches) to identify lot change to other operators.	Follow sequential, procedural directions. Technical vocabulary.	Reading Materials Reading Materials	Quiz Quiz	IEP IEP				

Tenter Finishing Inspector (cont.)

Job Duties

Observe cloth processed through machine to detect flaws such as holes and torn selvages. Also look for lot and width changes, keep cloth in air guides. Report grease spots or stains to supervisor. Signal lot changes, width changes, holes and other defects to the following operators using the ringing system and hand signals. Correct folded selvages.

Stop machine if necessary. Ensure that the correct amount of steam is on the cans.

Drain cans when necessary to maintain proper drying.

Check compensators for proper operation (half-travel).

Maintain correct finish formula level in finish pad. Notify mixer/weighers for adjustments/corrections.

Maintain pad pressures within specifications.

Educational Objectives

Compare/contrast Technical vocabulary

Signal interpretation

Read and summarize JSA

Clear oral communication

Problem solving

Follow sequential, procedural directions

Curriculum

Communicative Materials
Reading Materials

Reading Materials

Communicative Materials

Problem Solving Material

Math Materials

Assessment

Survey

Quiz

Quiz

Survey

Survey

Locator/Quiz

Crit. Rating

Outcome

IEP

IEP

IEP

Duty Task #

Frequency

Skill Value

IEP

IEP

IEP

IEP

Tenter Finishing Inspector (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Inspect cloth as it moves through finish pad for signs of off-quality (i.e. poor wet-out, mix kicking out, etc.).	Compare/contrast with standard.	Communicative Materials	Survey					
Maintain bow and bias filling or print pattern within specification.	Measurement Read chart.	Measurement Materials Reading Materials Math Materials	Locator/Quiz Quiz Locator/Quiz	IEP IEP IEP				
Adjust sensors and maintain in proper position, 6 inches onto the cloth from each selvage.	Read and summarize JSA	Reading Materials	Quiz	IEP				
Leaders are to be run in between every shade change and frames brought out to width on leaders.								
Leaders are to be run at change where width change is greater than 10".	Estimation Measurement	Math Materials Measurement Materials	Locator/Quiz Locator/Quiz	IEP IEP				
Follow proper procedure and safety rules when using tigger.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Keep cloth in frame plate and turned selvage out.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Keep frame guide sensors clean.	Read and summarize JSA.	Reading Materials	Quiz	IEP				

Tenter Finishing Inspection (cont.)

Job Duties

In the event of a wrap-up, break-out, etc., go to the problem area and assist the other operators on the range in correcting the problem.

Bundle waste cloth from rag can.

Assist in cleaning machine (steam cans, finish pad, etc.) when necessary, or at scheduled clean-up.

Educational Objectives

Clear oral/signal communication.
Read and interpret JSA.
Technical vocabulary.

Curriculum

Communic Materials
Reading Materials
Reading Materials

Assessment

Survey
Quiz
Quiz

Outcome

IEP
IEP

Crit. Rating
Duty Task #
Frequency
Skill Value

Survey
Quiz
IEP

Communic Materials
Reading Materials

Clear oral/signal communication.
Tech. vocabulary.

Job Title: Finishing Range Operator (03-4355)

Job Purpose: Responsible for controlling finish range. Observes control panel and equipment to detect quality operation. Adjust controls as necessary to run cloth within quality specifications. Maintain correct heat in tenter frame.

Job Duties

Check line-up for cloth. Verify that correct style and quantity is received at scray.

Check current computer set up.

Coordinate with mix room to insure correct finish mixes are ready and used.

Check all sections of the range to verify running conditions are within specification. Fill out checklist.

Operate range at standard operating speeds. Any variation must be approved by supervisor.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Check line-up for cloth. Verify that correct style and quantity is received at scray.	Clear interpretation of written info. Technical vocabulary.	Communicative Material Reading Material Reading Material	Survey Quiz Quiz	IEP IEP				
Check current computer set up.	PC Skills (#s, enter, arrow, read directions on screen. Technical vocabulary.	Mac Tour Reading Material	Quiz	IEP				
Coordinate with mix room to insure correct finish mixes are ready and used.	Clear oral communication. Technical vocabulary.	Communicative Materials Reading Material	Survey Quiz	IEP				
Check all sections of the range to verify running conditions are within specification. Fill out checklist.	Enter written info on appropriate place on form. Technical vocabulary.	Reading Materials Reading Material	Quiz Quiz	IEP IEP				
Operate range at standard operating speeds. Any variation must be approved by supervisor.								

Finishing Range Operator (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Observes cloth processed through machine to detect flaws such as holes and torn selvages. Also looks for lot and width changes. Reports grease spots to supervisor. Signals lot changes, holes, width changes and other defects to the operators using the ringing system. When observed, corrects folded selvages.	Compare/contrast with prescribed standard. Appropriately send and interpret signals.	Communicative Materials Communicative Materials	Survey Survey					
Writes work orders for mechanical/electrical malfunctions that affect the ability to run first quality cloth at standard operating speeds. Assist supervisors in writing P.M. work orders to maintain range in good condition.	Clear written communication, including details and explanation. Technical Vocabulary	Communicative Materials Reading Materials Reading Materials	Survey Quiz Quiz	IEP IEP				
In the event of a wrap up, tear etc., go to the problem area and assist the other machine operators in disentangling the wrap up and tear out, etc. Assist until cloth is rethreaded and machine is ready to restart.	Read and summarize JSA. Clear communication. Follow sequential procedure directions.	Reading Materials Communicative Materials Math Materials	Quiz Survey Locator/Quiz	IEP IEP				

Relieve all other operators for 2 ten minute breaks and 1 twenty minute lunch period, during an eight hour shift.

Time management.

Finishing Range Operator (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Assist scray operator in un-wrapping rolls.	Read and summarize JSA. Follow sequential, procedural directions	Reading Materials Math Materials	Quiz Locator /Quiz	IEP IEP				
Assist winder operator to wrap rolls and load shells.	Read and summarize JSA. Technical vocabulary. Follow sequential, procedural directions.	Reading Materials Reading Materials Math Materials	Quiz Quiz Locator/Quiz	IEP IEP IEP				
Assist winder operator in obtaining shells and supplies.	Clear oral communication. Tech. vocabulary.	Communic Materials Reading Materials	Survey Quiz	IEP				
Coordinate weekly shut downs and start ups.	Clear oral communication Tech. vocabulary.	Communic Materials Reading Materials	Survey Quiz	IEP				
Report needed service requirements to supervisor.	Clear oral communication. Technical vocabulary.	Communic Materials Reading Materials	Survey Quiz	IEP IEP				
Assist in changeovers and clean-ups.	Read and summarize JSA. Clear oral communication.	Reading Materials Communic Materials Reading Materials	Quiz Survey Quiz	IEP IEP				
Maintain range area in a clean and safe condition.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Report any changes or improvements that may upgrade the safety conditions in the work area and/or production areas.	Clear oral communication. Technical vocabulary.	Communic Materials Reading Materials	Survey Quiz 25 Word Test	IEP IEP 24/25				

Finishing Range Operator (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
On #4 range, clean dryer lint screens two times per shift, burner filters one time per shift. Clean lint screens on Amicon cabinet one time per shift.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
For roll doffed off: a. Inspect for defects by rolling at least 2 yards back (defects: holes, oil or grease on selvage, damaged selvage, dye spots, etc. b. tear off 6 inch wide shade, bow/bias patch.	Compare/contrast with prescribed standard. Technical Vocabulary	Communicative Materials Reading Materials	Survey Quiz					
Follow proper procedure and safety rules when using tigger.	Read and summarize JSA. Follow sequential, procedural directions.	Reading Materials	Quiz	IEP				
Leaders are to be run in between every shade change and frames brought out to width on leaders.	Read and summarize JSA. Follows sequential/procedural directions.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
Leaders are to be run at any width change where change is greater than 10".	Estimation/measurement.	Math Materials Measurement Materials	Locator/Quiz Locator/Quiz	IEP IEP				
All off-quality cloth due to break-outs, out of frames, or stop-offs are to be pulled out prior to winding on roll.	Compare/contrast with standard. Technical Vocabulary	Communicative Materials Reading Materials	Survey Quiz	IEP				



Finishing Range Operator (cont.)

Job Duties

Roll is to be doffed at width change and measured within 50 yards of start up. If narrow, readjust to proper width. When proper width is attained, doff roll and hold for reframe, with correction to be made within 24 hours.

All rolls are to be measured three times as it grows on winder at 800 yard intervals.

Doff width is to be recorded on production report and written and roll ticket.

Turn in printouts and checklist to supervisor.

When quality space is initiated it is to be understood that operator is stating that the quality of this roll is approved for the next manufacturing process (bow/bias, narrow, stains, etc.)

Crit. Rating
Duty Task #
Frequency
Skill Value

Outcome

Assessment

Curriculum

Educational Objectives

IEP

Quiz

Reading Materials

Read and summarize JSA.

IEP

Locator/Quiz

Measurement Materials

Measurement.

IEP

Locator/Quiz

Math Materials

Estimation.

IEP

Locator/Quiz

Math Materials

Follow sequential, procedural directions.

IEP

Survey

Communication Materials

Measurement Estimation

IEP

Locator/Quiz

Measurement Materials

Measurement Estimation

IEP

Locator/Quiz

Math

Enter written into appropriately on forms.

IEP

Quiz

Reading Materials

Enter written into appropriately on forms.

IEP

Survey

Communicative Materials

Compare/contrast with standard. Technical vocabulary.

24/25

Quiz

Reading Materials

25 Word Test

Job Title: Calendar Operator

Job Purpose: Has the responsibility of sewing new rolls of cloth together with good quality seams and keeping the scray full of cloth. The operator is also responsible to maintain proper nip pressure and roller temperature in order to achieve the proper finish "A: frame or roll and doing the necessary paperwork.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Receive schedule.	Technical Vocabulary. Interpreting schedules. Record information accurately. Measurement.	Reading Materials Vocabulary Program Reading Materials Measurement Materials	Quiz 25 Word test Quiz Locator/Quiz	IEP 24/25 IEP IEP				
Give lot tickets to forklift operator.	Procedural directions. Communication.	Communication Materials	Survey					
Check for proper width, bow and bias. make sure cloth (if printed) will enter calendar face-up.	Procedural directions. Observation. Measurement.	Measurement Materials	Locator/Quiz	IEP				
Unwrap polyethylene from rolls. Transfer into the cradle. Remove shells from cradle before transferring.	Procedural Directions. Time Management.							
Sew good seams and re sew any bad seams.	Procedural Directions. Decision Making. Determining Defects.	Problem Solving Materials	Survey					
Fill scray with cloth.	Decision Making. Time Management.	Problem Solving Materials	Survey					
Adjust air guides.	Decision Making. Observation.	Problem Solving Materials	Survey					

Calendar Operator (cont'd)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Maintain proper temperature on calender rolls.	Reading Gauges. Decision Making. Math Materials	Reading Materials Problem Solving Materials Estimation	Quiz Survey Locator/Quiz	IEP				
Maintain proper pressure and speed of calender rolls.	Decision Making. Procedural Directions.	Problem Solving Materials	Survey	IEP				
Adjust air vents and seam detector according to width of cloth.	Decision Making. Procedural Directions.	Problem Solving Materials	Survey					
Adjust tension of cloth by altering the tension bar at scray, spreader roll at calender and winder tension regulator at the "A" frame.	Procedural Directions. Decision Making.	Problem Solving Materials	Survey					
Check metal detector for proper operation.	Observation. Time Management.							
Keep rollers clean and free of foreign material.	Procedural Directions. Observation. Time Management.							
Maintain proper pressure on steam cans.	Reading Machine Gauges. Procedural Directions Estimation	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
Monitor electric infra-red heaters for operation within specified temperatures.	Reading gauges. Procedural Directions.	Reading Materials	Quiz	IEP				

Calendar Operator (cont'd)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Monitor cloth temperature of cloth after it leaves electric heaters.	Observation.							
Take samples for lab testing; reference lab sampling plan.	Procedural Directions. Measurement.	Measurement Materials	Locator/Quiz	IEP				
Keep cloth in airguides.	Observation. Time Management.							
Inspect cloth in scray for defects while range is running.	Observation. Time Management.							
Bundle waste cloth.	Procedural Directions.							
Stop winder to doff roll.	Procedural Directions. Measurement. Observation. Reading Gauges. Time Management.	Measurement Materials	Locator/Quiz	IEP				
Start winder and observe roll up.	Procedural Directions. Observation.	Reading Materials	Quiz	IEP				
Properly wrap roll using polyethylene and tie ends using tie wire twister. Hang ticket on roll by the ticket procedure.	Procedural directions. Technical Vocabulary. Time Management.							



Calendar Operator (cont'd)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Assist in cleaning machine (steam cans, dye pad, etc.) when necessary, when changing shades or at scheduled clean-up.	Time Management. Procedural Directions. Safety	Reading Materials	Quiz	IEP				
Resupply wrapping material as required.	Technical Vocabulary.	Reading Materials	Quiz	IEP				
Report needed repair or service requirements to supervisor.	Observation. Decision Making. Communication.	Problem Solving Materials	Survey					
Report any change or improvement that may upgrade the safety conditions in the work and/or production area.	Decision Making. Safety. Communication.	Problem Solving Materials Reading Materials Communication Materials	Survey Quiz Survey	IEP				
Maintain housekeeping standards as required.	Safety. Organization. Technical Vocabulary.	Reading Materials	Quiz	IEP				
Other responsibilities as assigned by supervisor.	Procedural Direction. Communication Technical Vocabulary. Time Management.	Communication Materials Reading Materials	Survey Quiz	IEP				

Calendar Operator (cont'd)

Job Duties

Wear specific personal protective equipment during specified activities as stated in the job safety analysis.

Fill out production reports and obtain "before" and "after" samples from calendar

Prepare sample folder.

Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to supervisor immediately.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Wear specific personal protective equipment during specified activities as stated in the job safety analysis.	Safety. Procedural Directions.	Reading Materials	Quiz	IEP				
Fill out production reports and obtain "before" and "after" samples from calendar	Technical Vocabulary.	Reading Materials Procedural Directions.	Quiz	IEP				
Prepare sample folder.	Organization. Technical Vocabulary. Procedural Directions.	Reading Materials	Quiz	IEP				
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to supervisor immediately.	Procedural Directions. Time Management. Safety.	Reading Materials	Quiz	IEP				

Job Title: Finishing Delivery
Job Purpose: Doffs and wraps cloth from delivery end of finishing range. Observes cloth as it winds up and notifies range operator of defects. Notifies supervisor when defect cannot be corrected by adjustments on the machine. Measures cloth and checks dryness to confirm that width and dryness are within specification. Operates winder and doffs cloth. Wrap cloth in polyethylene. Keep cloth in airguides. Enter correct information into computer and maintain paperwork. Takes shade patches.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Verify schedule with range operator and supervisor.	Communication. Tech Vocab.	Communication Materials Reading Materials	Survey Quiz	IEP				
Check control sheet and line-up for proper dyeing/finishing instructions.	Tech Vocab. Interpreting Recorded Info.	Reading Materials Reading Materials	Quiz Quiz	IEP IEP				
When making width changes, adjust width of tenter frame.	Measuring. Procedural Directions.	Measurement Materials Math Materials	Locator/Quiz Locator/Quiz	IEP IEP				
Inspect cloth and maintain scray with cloth not pulling tight. Check for quality problems-i.e. holes, torn selvages, off shade, grease, oil, or dye spots and turned selvages.	Observation. Decision Making.	Problem Solving Materials	Survey					
Take samples for lab testing; reference lab sampling plan.	Procedural Directions. Measurement.	Math Materials Measurement Materials	Locator/Quiz Locator/Quiz	IEP IEP				
Keep cloth in airguides.	Observation.							
Inspect cloth in scray for defects while range is running.	Observation. Decision Making.							

Finishing Delivery (contd)

Job Duties

In the event of a wrap-up, break-out, etc., go to the problem area and assist the other opera

Bundle waste cloth.

Stop winder to measure width and observe quality.

Stop winder to doff roll

Start winder and observe roll up.

Doff rolls.

Properly wrap roll using polyethylene and tie ends using tie wire twister. Hang ticket on roll by the ticket procedure.

Educational Objectives

Communication.
Decision Making.
Team Work.
Time Management.

Procedural Directions.
Time Management.

Inspect cloth.
Measurement

Procedural Directions.
Decision Making.
Measurement.
Time Management.
Reading Measuring gauges.

Procedural Directions.

Observation.
Measurement.
Decision Making.
Record info Accurately.
Procedural Directions.
Sequencing of steps.

Procedural Directions.

Curriculum

Communication Materials

Measurement Materials

Measurement Materials

Reading Materials

Measurement Materials

Reading Materials

Assessment

Survey

Locator/Quiz

Locator/Quiz

Quiz

Locator/Quiz

Quiz

Outcome

IEP

IEP

IEP

IEP

IEP

Crit. Rating
Duty Task #
Frequency
Skill Value

Finishing Delivery (contd)

Job Duties

When resin treated goods are being processed, stamp each roll ticket and control sheet with "resin treated".

Assist in cleaning machine (steam cans, dye pad, etc.) when necessary, when changing shades, or at scheduled clean-up.

Resupply wrapping material as required.

Report needed repairs or service requirements to Supervisor.

Report any change or improvement that may upgrade the safety conditions in the work and/or production area.

Maintain housekeeping standards as required.

Leaders are to be run in between every shade change and frames brought out to width on leaders.

Educational Objectives

Record Info Accurately.
Procedural Directions.
Record Info Accurately.
Record Info Accurately.

Communication.
Team Work.
Time Management.

Communication.
Record Info Accurately.
Decision Making.

Decision Making.
Communication.

Communication.
Decision Making.
Observation.

Procedural Directions.

Procedural Directions.

Outcome Rating

Curriculum

Assessment

Duty Task #

Frequency

Skill Value

Reading Materials

Quiz

Communication Materials

Survey

Material Directions.

Communication Materials

Survey

Problem Solving Materials

Survey

Problem Solving Materials

Survey

Communication Materials

Survey

Communication Materials

Survey

Problem Solving Materials

Survey

Finishing Delivery (contd)

Job Duties

Leaders are to be run at any width change where change is greater than 10".

All off-quality cloth due to break-outs, out of frames, or stop-offs are to be pulled out prior to winding on roll.

Roll is to be doffed at width change and measured within 50 yards of start up. If narrow, readjust to proper width. When proper width is attained. Doff roll and hold for reframe, with correction to be made within 24 hours.

All rolls are to be measured three times as it grows on winder at 800 yard intervals.

Doff width is to be recorded on production report and written roll ticket.

When quality space is initiated it is to be understood that operator is stating that the quality of this roll is approved for the next manufacturing process. (Bow/bias, narrow, stains, etc.

Educational Objectives

Procedural Directions.
Measurement.

Procedural Directions.
Decision Making.
Time Management.
Observation.

Procedural Directions.
Measurement.
Communication.
Decision Making.
Observation.
Time Management.

Measurement.

Record info Accurately.
Technical Vocabulary.

Procedural Directions.
Communication.
Decision Making.
Observation.

Curriculum

Measurement Materials

Problem Solving Materials

Measurement Materials
Communication Materials
Problem Solving Materials

Measurement Materials

Reading Materials

Communication Materials
Problem Solving Materials

Assessment

Locator/Quiz

Survey

Locator/Quiz
Survey
Survey

Locator/Quiz

Quiz

Survey
Survey

Outcome

IEP

IEP

IEP

IEP

Crit. Rating
Duty Task #
Frequency
Skill Value

Finishing Delivery (contd)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Other responsibilities as assigned by the supervisor.	Procedural Directions. Time Management. Communication. Technical Vocabulary.	Communication Materials Reading Materials	Survey Quiz	IEP				
Assist all other operators whenever equipment is stopped so that downtime is held to an absolute minimum.	Communication. Team Work. Decision Making/Problem Solving.	Communication Materials Problem Solving Materials	Survey Survey					
Wear specific personal protective equipment during specified activities as stated in the job safety analysis.	Procedural Directions. Safety. Technical Vocabulary.	Reading Materials	Quiz	IEP				
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor immediately.	Technical Vocabulary. Procedural Directions. Observation. Decision Making.	Reading Materials Communication. Problem Solving Materials	Quiz Communication Survey	IEP				

Job Title: Dye Weigher/Mixer

Job Purpose: Reviews schedules with finishing supervisor and dye supervisor to obtain proper line-up for dye and chemical mixes. Coordinates with supply room on dyes and chemicals needed to maintain production during his shift and insuring enough inventory to run at least an hour into the following shift. Weighs or measures dyes and chemicals according to prescribed formulas, and enters correct batch I.D. and tank number into the system. Coordinates with range operators on when to turn in water for cleaning lines or dye/chemical mixes. Keeps accurate records of dye and chemical mixes on bills for production and inventory purposes.

Job Duties

Review schedule with supervisors to obtain proper line-up for dye and chemical mixes.

Coordinate with supply room on dyes and chemicals needed to maintain inventory in mix room to run shift and allow for next shift.

Weighs dyes and chemicals accurately on scales prescribed for specific dye or chemical used.

Stirs all dyes thoroughly before weighing a mix of dye.

Change pigment dyes when at or below bottom 1/3 of barrel to avoid shade variations.

Enters proper batch I.D. and tank number into computer system.

Educational Objectives

Technical Vocabulary.
Clear Communication.
Interpret Schedules.

Technical Vocabulary.

Communication.

Decimals, Volume, Percentages.
Measurement.
Reading Measurement Instruments.
Metric.

Time Management.
Decision Making.

Decimals, Volume, Percentages.
Measurement.
Reading Measurement Instruments.
Metric Measurement

Computer Skills.
Transferring Info Accurately.

Curriculum

Reading Materials
Communication Materials
Reading Materials

Reading Materials

Communication Materials

Math Materials
Measurement Materials
Reading Materials

Measurement materials

Problem Solving
Materials

Math Materials
Measurement Materials
Reading Materials

Measurement Materials

Mac Tour

Assessment

Quiz
Survey
Quiz

Quiz

Survey

Locator/Quiz
Locator/Quiz
Quiz

Locator/Quiz

Survey

Locator/Quiz
Locator/Quiz
Quiz

Locator/Quiz

Crit. Rating

Outcome

IEP

24/25

IEP

IEP

IEP

IEP

IEP

IEP

IEP

IEP

IEP

Duty Task #

Frequency

Value

Dye Weigher/Mixer (cont.)

Job Duties

Report unsafe conditions to supervisor. Use prescribed safety equipment.

Record dye and chemical mixes accurately where needed.

Weigh light vat disperse shades (under 20 lbs) on small scales to get a more accurate weighing.

Prepare boil outs for dye range for dye pad and chemical pad when needed.

Other instruction as directed by supervisor.

Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor immediately.

Educational Objectives

Technical Vocabulary.

Communication.
Safety.

Procedural Directions.

Decimals, Percentages.
Measurement.
Record Info Accurately.

Measurement.
Recording Info Accurately.
Reading Measuring Tool.
Decimals

Technical Vocabulary.
Procedural Directions.

Communication.

Technical Vocabulary.

Communication.
Safety.

Curriculum

Reading Materials

Measurement Materials.

Measurement Materials.

Reading Materials
Math Materials

Reading Materials

Reading Materials

Outcome

IEP

IEP

IEP

IEP
IEP

IEP

IEP

Assessment

Locator/Quiz

Locator/Quiz

Locator/Quiz

Quiz
Locator/Quiz

Locator/Quiz

Locator/Quiz

Crit. Rating
Duty Task #
Frequency
Skill Value

Dye Weigher/Mixer (cont.)

Job Duties

Coordinates with range operators as to when to turn in water to flush lines and when to turn in dye and chemical mixes.

Triple rinse all dye and chemical barrels.

Keep all chemicals and dyes covered when not in use.

Maintain housekeeping standards as required.

Clean all pots, buckets, paddles, and dippers when not in use.

Keep scales clean.

Report all needed repairs to supervisor.

Educational Objectives

Technical Vocabulary.

Communication.

Safety, Decision Making.

Technical Vocabulary

Communication.

Safety, Decision Making.

Technical Vocabulary.

Safety.

Technical Vocabulary.

Safety.

Technical Vocabulary.

Safety.

Follows Procedural Directions.

Technical Vocabulary.

Communication.

Determining Defects.

Crit. Rating

Outcome
IEP

Assessment
Quiz

Curriculum
Reading Materials

Survey

Quiz

Survey

Quiz

Quiz

Quiz

Locator/Quiz

Quiz

Survey

Duty Task #

Frequency

Skill Value

**GREIGE PLANT
(Weave Department)**

343

344

Job Title: Loom Fixer

Job Purpose: Repairing mechanical loom problems and maintain loom in a good state of repair to produce a quality fabric plus produce expected production.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Patrol job, mark shift with stamp.	JSA, Safety Problem Solving	MSDS Program PS Mats.	Survey Survey	IEP IEP				
Repair loom stops from front and rear of loom.	Vocabulary	TextDisk	TextDisk	IEP				
Visual inspection of cloth defects and correcting defects.	JSA, Safety	MSDS Program	Survey	IEP				
Clean various loom parts with brush, cloth or air hose.	Vocabulary Problem Solving Communication	TextDisk PS Mats. Comm. Mats.	TextDisk Survey Survey	IEP IEP IEP				
Maintain production and efficiency on assigned looms.	JSA, Safety	MSDS Program	Survey	IEP				
Repair mechanical problems.	JSA, Safety Problem Solving	MSDS Program PS Mats.	Survey Survey	IEP IEP				
Diagnose problems and apply corrective action.	Vocabulary JSA, Safety	TextDisk MSDS Program	TextDisk Survey	IEP IEP				
Check settings and make necessary adjustments on assigned looms.	JSA, Safety	MSDS Program	Survey	IEP				
Keep looms lubricated and maintain proper oil levels.	JSA, Safety	MSDS Program	Survey	IEP				

Loom Fixer (con't)

Job Duties

- Follow up on machinery audits per shift upkeep.
- Follow preventive maintenance schedule on assigned upkeep.
- Start loom after warp out or pattern change.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Follow up on machinery audits per shift upkeep.	Vocabulary	TextDisk	TestDisk	IEP				
Follow preventive maintenance schedule on assigned upkeep.	JSA, Safety Vocabulary	MSDS Program TextDisk	Survey TestDisk	IEP IEP				
Start loom after warp out or pattern change.	Vocabulary JSA, Safety	TextDisk MSDS Program	TestDisk Survey	IEP IEP				

Job Title: Weaver

Job Purpose: Weaving yarn from loom beams and filling packages into a first quality fabric.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Repair loom stops front and rear of loom. Mark for cloth inspection.	JSA, Safety Problem Solving Vocabulary	MSDS Program PS Mats. TextDisk	QUIZ Survey TestDisk	IEP IEP IEP				
Visual inspection of cloth for defects while patrolling front of looms - correct defects or flag for fixer.	Problem Solving	PS Mats.	Survey	IEP				
While patrolling back of loom, observe yarn and area behind harness for conditions that cause loom stops and poor quality. Make necessary corrections.	JSA, Safety Problem Solving	MSDS Program PS Mats.	QUIZ Survey	IEP IEP				
Clean various loom parts with brush, cloth or air hose.	JSA, Safety	MSDS Program	QUIZ	IEP				
Discuss loom and weaving problems with mechanic or supervisor.	Problem Solving Communication	PS Mats. Comm. Mats.	Survey Survey	IEP IEP				
Maintain expected production and machine efficiency on the assigned looms.	JSA, Safety	MSDS Program	QUIZ	IEP				

Job Title: Filling Creeper

Job Purpose: Secure and lay up correct filling packages on assigned weaving machines for weaving into a first quality fabric. Maintain a clean work environment in cleaning assigned looms.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Secure full truck of filling packages from storage and push to assigned looms.								
Remove empty cone and replace with full 5.70 to 8.00 pound filling package.	JSA, Safety	MSDS Program	QUIZ	IEP				
Tie or wrap transfer tail as required.	JSA, Safety	MSDS Program	QUIZ	IEP				
Return empty truck and cores to storage areas.								
Discuss problems with fixer, weaver and/or supervisor.	Problem Solving Communication Vocabulary	PS Mats. Comm. Mats TextDisk	Survey Survey TestDisk	IEP IEP IEP				

Job Title: Loom Winder Fixer
Job Purpose: Repairing filling accumulator problems and maintain accumulator in a good state of repair to produce a quality fabric plus produce expected production.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Replace accumulator on loom and return to shop area for repair.	JSA, Safety	MSDS Program	QUIZ	IEP				
Repair loom stops from front and rear of loom.	JSA, Safety	MSDS Program	QUIZ	IEP				
Visual inspection of cloth defects and correcting defects.	Problem Solving	PS Mats.	Survey	IEP				
Clean various accumulator and loom parts with brush, cloth or air hose	JSA, Safety	MSDS Program	QUIZ	IEP				
Discuss loom and weaving problems with weaver, fixer and supervisor.	Problem Solving Communication Vocabulary	PS Mats. Comm. Mats. TextDisk	Survey Survey TestDisk	IEP IEP IEP				
Maintain production and efficiency on all looms.	JSA, Safety Problem Solving	MSDS Program PS Mats.	QUIZ Survey	IEP IEP				
Repair mechanical problems with accumulators, overhaul as necessary.	JSA, Safety	MSDS Program	QUIZ	IEP				
Diagnose problems and apply corrective action.	Problem Solving Vocabulary	PS Mats. TextDisk	Survey TestDisk	IEP IEP				
Check settings and make necessary adjustments on all looms.	Problem Solving	PS Mats.	Survey	IEP				

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Follow up on machinery audit and recheck.	JSA, Safety	MSDS Program	QUIZ	IEP				
Follow preventive maintenance schedule.								

Job Title: Typing-in-Machine Operator/Fixer (1-2331)

Job Purpose: To tie in new warp in a timely and efficient manner to insure minimum down time and start up time.

Job Duties

- Load tying-in machine on frame and tie ends-monitor closely to avoid singles, doubles, etc.
- Return machine to storage box and unload tying-in frame.
- Maintain equipment in efficient operating condition.
- Record work on warp board.
- Discuss problems with tying-in Operator or supervisor.
- Perform preventive maintenance and major repair to provide efficient operation of tying-in machine.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
JSA, Safety	JSA, Safety	MSDS Program	QUIZ	IEP				
JSA, Safety Problem Solving	JSA, Safety Problem Solving	MSDS Program PS Mats.	QUIZ Survey	IEP IEP				
Problem Solving Communication Vocabulary	Problem Solving Communication Vocabulary	PS Mats. Comm. Mats. TextDisk	Survey Survey TestDisk	IEP IEP IEP				
JSA, Safety	JSA, Safety	MSDS Program	QUIZ	IEP				

Job Title: Typing-in Machine Operator (2332)

Job Purpose: To tie in new warp in a timely and efficient manner to insure minimum downtime and start up time.

Job Duties

Load typing-in machine on frame and tie ends-monitor closely to avoid single, doubles, etc.

Return machine to storage box and unload typing-in frame. Maintain equipment in efficient operating condition.

Record work on warp board and machine log book.

Discuss problems with typing-in fixer or supervisor.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Load typing-in machine on frame and tie ends-monitor closely to avoid single, doubles, etc.	JSA, Safety	MSSDS Program	QUIZ	IEP				
Return machine to storage box and unload typing-in frame. Maintain equipment in efficient operating condition.								
Record work on warp board and machine log book.								
Discuss problems with typing-in fixer or supervisor.	Problem Solving Communication	PS Mats. Comm. Mats.	Survey Survey	IEP IEP				

Job Title: Loom Set-up Changer (09-2330)
Job Purpose: Repairing mechanical loom problems and maintain loom in a good state of repair to produce a quality fabric plus produce expected production.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Rework bad parts and maintain department parts in inventory.	JSA, Safety	MSDS Program	QUIZ	IEP				
Repair loom stops from front and rear of loom.	JSA, Safety	MSDS Program	QUIZ	IEP				
Visual inspection of cloth defects and correcting defects.								
Clean various loom parts with brush, cloth or air hose.	JSA, Safety	MSDS Program	QUIZ	IEP				
Discuss loom and weaving problems with fixer and supervisor.	Problem Solving Communication Vocabulary	PS Mats. Comm. Mats. TextDisk	Survey Survey TestDisk	IEP IEP IEP				
Maintain production and efficiency on all looms.	JSA, Safety	MSDS Program	QUIZ	IEP				
Repair mechanical problems.	JSA, Safety Problem Solving Vocabulary	MSDS Program PS Mats. TextDisk	QUIZ QUIZ Survey TestDisk	IEP IEP IEP IEP				
Diagnose problems and apply corrective action.	JSA, Safety Problem Solving	MSDS Program PS Mats.	QUIZ Survey	IEP IEP				
Check settings and make necessary adjustments as required.	JSA, Safety Problem Solving	MSDS Program PS Mats.	QUIZ Survey	IEP IEP				

Keep looms lubricated
and maintain proper oil levels.

JSA, Safety

MSDS Program QUIZ

IEP

Follow up on machinery audits.

Control preventive maintenance
schedule.

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Job Title: Oiler (09-1313)

Job Purpose: Insure efficient operation of looms by following outlined lubrication schedule.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Maintain adequate lubricant supply. (Grease drums, etc).	JSA, Safety	MSDS Program	QUIZ	IEP				
Grease all appropriate alemites. Follow recommended schedule using electric pump type grease gun.								
Use rag to wipe off excess grease or clean fittings.								
Discuss problems with fixer, weaver and/or supervisor.								
Change oil in looms.	JSA, Safety	MSDS Program	QUIZ	IEP				
Oil all assigned red points with hand held oil cup.								

Job Title: Cloth Doffer (09-1330)

Job Purpose: Doff cloth from assigned looms in a safe efficient manner with minimum loss of production.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Release cloth roll from boom onto cloth truck.								
Push roll of cloth to cloth room.								
Load cloth from cloth truck to cloth racks using hoist.	JSA, Safety	MSDS Program	QUIZ	IEP				
Unload cloth in cloth room, load supply of empty rollers, and return to weave room.	JSA, Safety	MSDS Program	QUIZ	IEP				
Discuss mechanical problems with fixer and/or supervisor.	Problem Solving Communication Vocabulary	PS Mats. Comm. Mats. TextDisk	Survey Survey TestDisk	IEP IEP IEP				

Job Title: Loom Cleaner (09-2335)

Job Purpose: To clean loom, thereby providing a cleaner safer work environment.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Spray loom parts with kermac 140 (pump type sprayer).	JSA, Safety Vocabulary	MSDS Program TextDisk	QUIZ TestDisk	IEP IEP				
Blow off loom with air hose and wipe with rag.	JSA, Safety	MSDS Program	QUIZ	IEP				

Job Title: Warp Services (09-2333)

Job Purpose: To prepare loom to accept new warp and/or pattern with minimum downtime insuring that lease is straight preventing weaving defects and re-ties.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Lease out warp providing accurate alignment of ends for tying in operator to tie new warp(s) in. Lease out for re-tie as necessary.								
Remove drop wires, heddles and reed as necessary on bad patterns or style change.	JSA, Safety	MSDS Program	QUIZ		IEP			
Secure full loom beam(s) from warp back and push to loom on lift.								
Remove empty loom beams(s) from loom and creel in new warp(s).								
Return empty loom beam(s) to storage.								
Bending, grasping and lifting required to load old warp ends and new warp ends for tying, insuring ends are straight and clamped securely.								

FINISHING PLANT (Rotary Print)

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Job Title:

Job Purpose:

FORKLIFT OPERATOR (24-1332)

Distribute cloth to and from assigned print machines using proper material handling techniques.

Job Duties

Checks forklift daily for proper operation. Prepares maintenance and safety checklist and reports unsafe conditions to supervisor. Maintains forklift as required, i.e. blows out radiator, changes gas tank, changes battery on electric lift, etc.

Visibly inspects each roll brought to printer for damage or defects. Reports any damaged cloth to supervisor.

Keeps all storage rack neat and orderly. Checks conditions of racks and reports damage to supervisor.

Obtain tickets from delivery operator. Brings cloth to machine in correct order and insures each roll has proper ticket. Keep sufficient cloth at machine to run past shift change.

Move processed cloth from machine doff bench and locate in proper rack location.

Educational Objectives

Compare/contrast with standard.

Curriculum

Communication Materials

Assessment

Survey

Outcome

Crit. Rating Duty Task # Frequency Skill Value

Compare/contrast with standard.
Clear oral communication.

Communication Materials
Communication Materials

Survey
Survey

Compare/contrast with standard.
Good oral communication.

Communication Materials
Communication Materials

Survey
Survey

Sequencing.

Reading Materials
Math Materials
Mac Tour

IEP
IEP

Keyboarding (tab, enter, read screen).

Quiz
Locator/Quiz

Read and comprehend JSA.

Reading Materials
MSDS Program

IEP

Forklift Operator (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Drain wands at specified intervals per SOP's. Maintain Roll Movement Log per SOP's.	Write information in proper space on forms. Compare/contrast with standard. Good oral communication.	Reading Materials Forms Communication Materials Communication Materials	Quiz Survey Survey	IEP				
Report any problems to supervisor.								
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts immediately to supervisor.	Compare/contrast with standard. Good oral communication. Read and comprehend JSA.	Communication Materials Communication Materials Reading Materials MSDS Program	Survey Survey Quiz	IEP				
Any other responsibilities as assigned by supervisor.	Compare/contrast with standard. Good oral communication. Read and comprehend JSA.	Communication Materials Communication Materials Reading Materials MSDS Program	Survey Survey Quiz					

STEAM RANGE OPERATOR (07-5350)

Responsible for the overall quality produced on the Vat Ager (Steam Range) and directs the activities of the machine crew during the shift. Continually inspects for potential quality problems.

Job Title:

Job Purpose:

Job Duties

- Determines line-up for production at start of shift.
- Direct the activities of machine crew i.e. notifies entry operator to place leader cloth in the scray before machine stops.
- Set-up machine per SOP's, i.e. pad pressures, steamer temperature, wash box temperatures, range speed, etc.
- Maintain proper chemicals and concentrations in reduction pad, oxidation boxes, and wash boxes.

<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Interpret, accurately, information on chart.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
Communicate orally with operators.	Communication Materials	Survey	IEP				
Read and interpret SOP. Follow sequential, procedural directions. Estimation.	Reading Materials Math Materials Math Materials	Quiz Locator/Quiz Locator/Quiz	IEP IEP IEP				
Read and interpret JSA & MSDS. Compare & contrast with standard. Follow sequential procedural directions. Effective oral communication.	Reading Materials MSDS Program Communication Materials Math Materials Communication Materials	Quiz Survey Locator/Quiz Survey	IEP IEP IEP				

Steam Range Operator (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Inspects cloth for quality and is accountable for the quality of the product the machine produces, including but not limited to pulling colorshop and lab patches, having correct standard on the machine before start-up.	Compare and contrast with standard.	Communication Materials	Survey					
Repairs break-outs as necessary with the assistance of the machine crew.	Follow sequential, procedural directions. Read and interpret JSA.	Math Materials	Locator/Quiz	IEP				
Writes work orders as needed to repair minor machine problems and notifies supervisor as soon as possible.	Effective written communication.	Reading Materials	Quiz	IEP				
Insure machine downtime is kept to a minimum and production records are maintained properly.	Technical vocabulary. Effective oral communication.	Reading Materials Communication Materials	Quiz Survey	IEP IEP				
Report any print defects to print machine operator or supervisor immediately.	Addition, subtraction, division and multiplication on calculator. Effective oral communication. Compare/contrast by standard.	Math Materials Communication Materials Communication Materials	Locator/Quiz Survey Survey	IEP				
Maintain housekeeping standards as required.	Read and interpret MSDS. Sequence according to priority.	Reading Materials MSDS Program Reading Materials Math Materials	Quiz Quiz Locator/Quiz	IEP IEP IEP				

Steam Range Operator (cont.)

Job Duties

Any other duties assigned by shift supervisor, including but not limited to repairing gears, holders, mops, color probes, blow guns, running reruns, emptying trash, washing barrels, etc.

Be aware of an abide by plant safety and job safety procedures, and report any unsafe conditions or acts immediately to supervisor.

Educational Objectives
Follow sequential, procedural directions.

Clear oral communications.
Technical Vocabulary
Know JSA/MSDS

Curriculum
Math Materials

Communication Materials
Reading Materials
Reading Materials
MSDS Program

Assessment
Locator/Quiz

Survey
Quiz
Quiz

Outcome
IEP

IEP

Crit. Rating

Duty Task #

Fre-

Skill

quency Value

Job Title:

DELIVERY - STEAM RANGE (07-5351)

Job Purpose:

Inspect cloth, product quality rolls, doff and wrap rolls, notify operator and/or supervisor of defects, and maintain accurate production records. Assist fellow employees and produce a quality product and minimize downtime.

Job Duties

Check lot sheet for work order instructions.

Maintain proper standard at machine and compare production to standard.

Inspect cloth and report all quality problems to operator and/or supervisor.

Produce a quality roll, i.e. extend tube 3-4 inches beyond salvage, no folded salvage, no bad wind wind, etc.

Maintain accurate production records.

Educational Objectives
Read and comprehend written information.

Compare and contrast with prescribed standard.

Compare and contrast with prescribed standard.
Communicate orally with operator & supervisor.

Measurement-inches, diameter.

Record information appropriately on forms.
Division, addition, subtraction with a calculator

Curriculum
Reading Materials

Communication Materials

Communication Materials
Communication Materials

Measurement Materials

Forms
Math Materials

Assessment
Quiz

Survey

Survey
Survey

Locator/Quiz

Locator/Quiz

Outcome
IEP

Crit. Rating
Duty Task #
Frequency
Skill Value

Steam Range Operator (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Assist fellow employees product quality product with minimum downtime, including, but not limited to correcting wrap-ups and break outs.	Read and comprehend JSA. Follow sequential, procedural directions.	Reading Materials MSDS Program Math Materials	Quiz Locator/Quiz	IEP IEP				
Doff, wrap and tag rolls.	Select appropriate tag.							
Pull color shop patches, lab patched, and other samples as required.	Interpret information accurately and conscientiously.	Reading Materials	Quiz	IEP				
Other responsibilities as assigned by the supervisor, including but not limited to repairing gears, holders, mops, color probes, blow guns, running reruns at Ager winder, emptying trash, washing barrels, etc.	Follow sequential, procedural directions. Sequencing.	Math Materials Reading Materials Math Materials	Locator/Quiz Quiz Locator/Quiz	IEP IEP IEP				
Wear specific personal protective equipment during specified activities as stated in the job safety analysis.								
Be aware and abide by plant safety and job safety procedures and report any unsafe conditions or acts immediately to supervisor.								

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Job Title:

INSPECTOR - STEAM RANGE (07-5352)

Job Purpose:

Maintain scray and cloth going into scray. Sew rolls of cloth together. Unwrap rolls and keep cloth straight going in machine. Remove defects that will cause quality problems or breakdowns. Report excessive defects immediately to supervisor.

Job Duties

- Unwrap rolls that are to be processed on machine. Store plastic and tubes correctly.
- Inspect cloth at scray. Remove defects that will cause quality problems or breakdowns. Report excessive defects to supervisor immediately.
- Record lot number, roll number and cloth width on forms at scray. Record width on ticket take to the delivery operator. Notify supervisor immediately of any missing rolls.
- Creels leader as needed in advance for pattern changes.
- Notify machine operator of lot changes.

Educational Objectives

Read and comprehend JSA.

- Compare and contrast with standard.
- Communicate orally with supervisor.
- Transfer information appropriately on forms.
- Communicate orally with supervisor.

Curriculum

Reading Materials
MSDS Program

Communication Materials

Communication Materials

Forms

Communication Materials

Math Materials

Math Materials

Communication Materials

Assessment

Quiz

Survey

Survey

Survey

Locator/Quiz

Locator/Quiz

Survey

Outcome

IEP

IEP

IEP

Crit. Rating

Duty Task & Frequency

Skill Value

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Inspector - Steam Range (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Maintain cloth in the guiders. Follow cloth onto Ager at width changes or seams to ensure that bad print from creases are minimized.	Read and understand JSA.	Reading Materials MSDS Program	Quiz	IEP				
Observes cloth processed through machine to detect and correct flaws such as holes, and torn salvages, drip spots, grease spots, folded salvages or bad seams.	Read and understand JSA. Communicate orally with supervisor. Compare and contrast with standard. Follow sequential, procedural directions.	Reading Materials MSDS Program Communication Materials Communication Materials Math Materials	Quiz Survey Survey Locator/Quiz	IEP				
Inspect leader cloth for fitness for use before feeding into machine.	Compare and contrast with standard.	Communication Materials	Survey					
In the event of a wrap up, tear out, screen/color change or any other time the machine is down, assist operators until machine is running again.	Communicate orally with operator and supervisor.	Communication Materials	Survey					
Carry cloth tube and ticket to the exit end of machine.								
Maintain housekeeping standards as required.	Sequencing according to priority. Math Materials	Reading Materials Locator/Quiz	Quiz IEP	IEP				



CHEMICAL MIXER (07-5353)

Job Title: _____
Job Purpose: _____

To obtain chemical supplies, from storage are, necessary to make chemical mixes. Make all chemical mixes to be used on the machine. Assist fellow employees as needed to produce a quality product with minimum downtime.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Obtain chemicals for chemical mixes for the Vat Ager.	Read and interpret JSA and MSDS sheets. Communicate with supervisor, supply room & range operators.	Reading Materials MSDS Program Communication Materials	Quiz Survey	IEP				
Make all chemical mixes for Vat Ager per SOP's.	Read and interpret SOP. Have technical and specialized chemical vocabulary. Keyboarding.	Reading Materials Reading Materials Vocabulary Program Mac Tour	Quiz Quiz 25 Word Test	IEP IEP IEP				
Maintain housekeeping standards as required, including but not limited to tanks, mixing area, and washing and removing empty barrels.	Read and interpret JSA and MSDS sheets. Communicate with supervisor, supply room & range operators.	Reading Materials MSDS Program Communication Materials	Quiz Survey	IEP				
Notify operator or supervisor if maintenance work orders are needed.	Communicate with supervisor and operator. Compare and contrast with standard.	Communication Materials Communication Materials	Survey Survey					

Chemical Mixer (cont.)

Job Duties

Other responsibilities as assigned by supervisor, including but not limited to repairing gears, holders, mops, color probes, blow guns, running reruns on Ager winder, emptying trash, washing barrels, etc.

Function as an assistant operator and be prepared to fill in for operator during break, etc.

Assist fellow employees produce a quality product with minimum downtime, including but not limited to correcting wrap-ups and break outs.

Wear specific personal protective equipment during specified activities as stated in the Job Safety Analysis.

Be aware of and abide by plant safety and job safety procedures and report on any unsafe conditions or acts immediately to supervisors.

Crit. Rating **Duty Task #** **Frequency** **Skill Value**

Outcome

Assessment

Curriculum
 Communication Materials
 Reading Materials
 MSDS Program
 Math Materials

Educational Objectives
 Communicate with supervisor.
 Read and interpret JSA.
 Follow sequential procedure.

IEP

Survey
 Quiz

IEP

Locator/Quiz

IEP

Survey

Communication Materials

Communicate with operator.

IEP

Locator/Quiz

Math Materials
 Reading Materials
 MSDS Program

Follow sequential procedure.
 Read and comprehend JSA.

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