

CYLINDER CAR CODE LEADER

POSITION SUMMARY:

Attach barcodes to cylinders by collecting vital cylinder information accurately, produce production and truck reports daily. Oversee day to day operations pertaining to barcode process.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Barcode all cylinders that enter facility for testing accurately.
- Sort cylinders according to type and size.
- Designate product and customers by indicating information on cylinders.
- Communicates with Plant Manager regarding any customer information as required.
- Complies with all administrative guidelines and completes required reports in a timely manner.
- Updates and discusses issues with Plant Manager on a daily basis.

QUALIFICATIONS/SKILLS/KNOWLEDGE REQUIREMENTS:

- Must have a high school degree.

ESSENTIAL REQUIREMENTS:

- Must be able to work independently and have the ability to establish efficient work responsibilities.
- Good vision and attention to details, focusing on recording information accurately.
- Ability to navigate computer software programs, and proficient with hand held scanners/devices.
- Ability to reach operation and distribution decisions based on logical and analytical reasoning ability.
- Ability to prioritize.
- Must be able to communicate verbally and writing with supervisors and co-workers.
- Must be able to work in diverse industrial environment and times unpleasant weather conditions.
- Must be able to transact with a variety of people in a professional manner.
- Ability to identify work flow discrepancies, errors or problems and take needed corrective action.
- Ability to safely use and operate small hand tools as required.
- Ability to lift and move equipment/cylinders throughout the department, generally weighing up to 100 pounds and remove valve protection caps from cylinders.
- Ability to distinguish colors of various cylinders.
- Ability to bend, kneel, stoop, twist and stand for long periods of time.
- Ability to read and write to accurately complete necessary paperwork.
- Ability to work before or beyond regularly scheduled hours/days.