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)
JOB TASK ANALYSIS

National Workplace Literacy Demonstration Project

award #V198A20218-92

Clemson University
GREIGE PLANT
(O.E. Spinning Department)
**Job Title:** Yarn Manufacturing Head Overhauler

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

### Job Duties
- Organize and assign all maintenance duties of overhaulers
- Assist overhaulers and fixer with any major problems on their assigned machines
- Perform weekly check on piecers for any functional problems
- Perform hourly maintenance as scheduled such as 1500, 3000, 6000 hours etc. and log in book. Assist and check each overhauler with hourly maintenance

<table>
<thead>
<tr>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty Task #</th>
<th>Fre-quency</th>
<th>Skill Value</th>
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<tbody>
<tr>
<td>Clear oral communication.</td>
<td>Comm. materials</td>
<td>Survey</td>
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<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
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<td>Text Disc</td>
<td>IEP</td>
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<td>Know technical vocabulary.</td>
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<td>Text Disc</td>
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<td>Follow sequential, procedural directions.</td>
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<td>Interpret drawings of objects for repair.</td>
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<td>Reading machine guages and measuring tools.</td>
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<td>Determining defects.</td>
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<td>Correcting errors in machine settings.</td>
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<td>MSDS Program</td>
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<td>IEP</td>
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<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
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<td>IEP</td>
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</tbody>
</table>

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**Critical Skill Example:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
<th>Skill</th>
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<tbody>
<tr>
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**Job Title:** Yarn Manufacturing Head Overhauler

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain cleanliness in storage areas by assigning areas to overhaulers and assisting them</td>
<td>Read and summarize JSA.</td>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Organizing/prioritizing.</td>
<td>Problem Solving</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Clear oral communication.</td>
<td>Comm. Materials</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Know technical vocabulary.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
</tr>
<tr>
<td>Lot change duties consist of assigning each overhauler designated component changes.</td>
<td>Read and summarize JSA.</td>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Know technical vocabulary.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
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<tr>
<td></td>
<td>Troubleshooting.</td>
<td>Problem Solving</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td>Changing gears, checking pulleys and belts, repairing flags when machine is down, setting up entire machine for new yarn to be spun, run sample and turn in check sheet</td>
<td>Organization/time management.</td>
<td>Comm. Materials</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td></td>
<td>Clear oral communication.</td>
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<td></td>
<td>Signal interpretation.</td>
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<td>Text Disc</td>
<td>IEP</td>
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<tr>
<td></td>
<td>Record information accurately.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
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<tr>
<td></td>
<td>Set and correct errors in machine settings</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
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<tr>
<td></td>
<td>Interpret drawings of objects for assembly, disassembly, and repair.</td>
<td>Text Disc</td>
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<td>IEP</td>
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<tr>
<td></td>
<td>Follows sequential, procedural directions.</td>
<td>Problem Solving</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Sequences steps.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
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<tr>
<td></td>
<td>+/- in a formula.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
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<tr>
<td></td>
<td>Locate multivariable information on chart.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
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<tr>
<td></td>
<td>12+ reading skills.</td>
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<td>Text Disc</td>
<td>IEP</td>
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<tr>
<td></td>
<td>Calculator skills.</td>
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<td>Text Disc</td>
<td>IEP</td>
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<tr>
<td>Perform any other duties as prescribed by supervisor</td>
<td>Clear oral communication.</td>
<td>Comm. Materials</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td></td>
<td>Know technical vocabulary.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
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<tr>
<td></td>
<td>Time management.</td>
<td>Text Disc</td>
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<td>IEP</td>
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</table>
**Job Title:** Yarn Manufacturing Overhauler  
**Job Purpose:** to maintain open end spinning frames in good mechanical condition by performing periodic maintenance

<table>
<thead>
<tr>
<th><strong>Job Duties</strong></th>
<th><strong>Educational Objectives</strong></th>
<th><strong>Curriculum</strong></th>
<th><strong>Assessment</strong></th>
<th><strong>Outcome</strong></th>
<th><strong>Crit. Rating</strong></th>
<th><strong>Duty Task #</strong></th>
<th><strong>Frequeny</strong></th>
<th><strong>Skill Value</strong></th>
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</thead>
<tbody>
<tr>
<td>Perform weekly maintenance on assigned machines according to the Schlafhorst manual</td>
<td>Read and summarize JSA. Interpret drawings of objects for repair.</td>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
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<tr>
<td>Perform preventative maintenance overhauling as scheduled conforming to Schlafhorst's check sheet and West Point Pepperell's overhauling worksheet 308-IP</td>
<td>Enter information appropriately Follow procedural directions Sequence steps. Decision making.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
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<tr>
<td>Perform lubrication and oil change at designated intervals</td>
<td>Read and summarize JSA. Follow sequential, procedural directions. Time management. Interpret drawings of objects for maintenance.</td>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
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<tr>
<td>Replace parts as needed due to normal wear during preventative maintenance checks</td>
<td>Read and summarize JSA. Follow sequential, procedural directions.</td>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
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</table>
**Job Title:** Yarn Manufacturing Overhauler (continued)

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<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty Task</th>
<th>Frequency</th>
<th>Skill Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change out parts and stock when making a lot change</td>
<td>Read and summarize JSA.</td>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
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<td></td>
<td>Follow sequential, procedural directions.</td>
<td>Problem Solving</td>
<td>Survey</td>
<td>IEP</td>
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<td></td>
<td>Clerical oral communication.</td>
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<tr>
<td></td>
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<td>Problem Solving</td>
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<td>Know technical vocabulary.</td>
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<td></td>
<td>Interpret drawings of objects for assembly.</td>
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<td>Survey</td>
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<tr>
<td>Clean overhead with vacuum cleaner including air conditioning grills and any unsightly waste accumulations</td>
<td>Read and summarize JSA.</td>
<td>MSDS Program</td>
<td>Quiz</td>
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<tr>
<td>Have all repairs completed before start up to return machines to full production</td>
<td>Read and summarize JSA.</td>
<td>MSDS Program</td>
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<td>Perform any other duties as prescribed by supervisor</td>
<td>Clerical oral communication.</td>
<td>Comm. Materials</td>
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<td>Follow sequential, procedural directions.</td>
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</table>
**Job Title:** Yarn Manufacturing Overhauler Helper  
**Job Purpose:** to maintain open end spinning frames in good mechanical condition by performing periodic maintenance

<table>
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<th>Job Duties</th>
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<th>Duty Task</th>
<th>Frequency</th>
<th>Skill Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep oil room clean of all petroleum residue</td>
<td>Read and summarize JSA. Read MSDS sheets.</td>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
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<tr>
<td>Keep parts room clean and straight</td>
<td>Read and summarize JSA. Time management. Categorization.</td>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
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<tr>
<td>assist department if needed with any current task</td>
<td>Read and summarize JSA. Clear oral communication. Problem solving skills. Follow sequential, procedural directions. Time management skills.</td>
<td>MSDS Program Comm. Materials Problem Solving Text Disc</td>
<td>Quiz Survey Text Disc</td>
<td>IEP</td>
<td>IEP IEP</td>
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</tr>
<tr>
<td>Assist in start-up after shut-down</td>
<td>Read and summarize JSA. Clear oral communication. Problem solving skills. Follow sequential, procedural directions.</td>
<td>MSDS Program Comm. Materials Problem Solving Text Disc</td>
<td>Quiz Survey Text Disc</td>
<td>IEP</td>
<td>IEP</td>
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</tr>
<tr>
<td>Perform any other duties as prescribed by supervisor</td>
<td>Clear oral communication. Read and summarize JSA.</td>
<td>Comm. Materials MSDS Program</td>
<td>Survey Quiz</td>
<td>IEP</td>
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</table>
### Job Title: Yarn Manufacturing Fixer

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

#### Job Duties

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<th>Educational Objectives</th>
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<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform shift preventative maintenance checks under normal conditions by cleaning out</td>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>waste chambers and checking vacuum gauges</td>
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</tr>
<tr>
<td>Procedure/sequencing.</td>
<td>Problem Solving</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td>Read Schlafhorst manual.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
</tr>
<tr>
<td>Clear oral communication.</td>
<td>Comm. Materials</td>
<td>Survey</td>
<td>IEP</td>
</tr>
</tbody>
</table>

#### 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 Schlafhorst manual.

#### 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.

#### 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.
<table>
<thead>
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<th>Job Duties</th>
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<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty Task #</th>
<th>Fre-que-ncy</th>
<th>Skill Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair all flags and breakdowns as required</td>
<td>Read and summarize JSA.</td>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Read Schlafhorst manual.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
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</tr>
<tr>
<td></td>
<td>Read MSDS sheets.</td>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
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<td></td>
<td>Time management skills.</td>
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<tr>
<td></td>
<td>Signal interpretation.</td>
<td></td>
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</tr>
<tr>
<td>Perform any other duties as required by supervisor</td>
<td>Read and summarize JSA.</td>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Clear oral communication.</td>
<td>Comm. Materials</td>
<td>Survey</td>
<td>IEP</td>
<td></td>
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<tr>
<td></td>
<td>Follow sequential; procedural directions.</td>
<td>Problem Solving</td>
<td>Survey</td>
<td>IEP</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Know technical vocabulary.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
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</tr>
</tbody>
</table>
**Job Title:** O.E. Spinner  
**Job Purpose:** Convert drawing sliver into spun yarn that is wound onto a cone for filling or warp

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
</table>
| Patrol frames in a manner to obtain maximum efficiency | Read and summarize JSA.  
Time management.  
Signal interpretation.  
Follow sequential, procedural directions.  
Clear oral communication.  
Decision making skills. | MSDS Program | Quiz          | IEP      |
| repair any red lights                         | Read and summarize JSA.  
Time management.  
Signal interpretation.  
Clear oral communication.  
Following sequential, procedural directions. | MSDS Program | Quiz          | IEP      |
| doff cones when necessary                    | Read and summarize JSA.  
Time management.  
Clear oral communication.  
Sequencing skills. | MSDS Program | Quiz          | IEP      |
| creel 25.5 pound sliver cans under front of frame | Read and summarize JSA.  
Time management.  
Clear oral communication.  
Follow sequential, procedural directions. | MSDS Program | Quiz          | IEP      |
| creel empty cones onto plastic pegs prior to starter making station | Read and summarize JSA.  
Time management.  
Decision making skills.  
Follow sequential, procedural directions. | MSDS Program | Quiz          | IEP      |
O.E. Spinner  (con't)

**Job Duties**
- Patrol assigned rotors on assigned schedule
- Empty pneumafil waste on assigned schedule
- Report machinery malfunctions to fixer
- Perform any other duties as prescribed by Supervisor.

**Educational Objectives**
- Read and summarize JSA.
- Enter information appropriately on forms.
- Clear oral communication.
- Time management skills.

**Curriculum**
- MSDS Program
- Text Disc
- Comm. Materials

**Assessment**
- Quiz
- Text Disc
- Survey

**Outcome**
- 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.
- Educational Objectives
  - 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
- Educational Objectives
  - Read and summarize JSA.
  - Cause & effect.
  - Sequencing skills.
  - Whole number addition.
  - Whole number subtraction.

Curriculum
- Text Disc
- MSDS Program
- Problem Solving
- Comm. Materials
- Survey
- Quiz

Assessment
- Text Disc
- Quiz
- Survey

Outcome
- IEP

Crit. Rating
- IEP

Duty Task # Frequency Skill
- IEP

IEP
### Warper Tender (continued)

#### Job Duties
- Repair end breaks at front of warper and at creel.
- Replace package if need be when repairing a creel break.
- Record all information for beam (# ends, # yards, # breaks, etc.).
- Report any problems to fixer or supervisor.
- Blow off warper & creel.
- Aside any waste made.

#### Educational Objectives

<table>
<thead>
<tr>
<th>Topic</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time management skills.</td>
<td>Problem Solving</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td>Sequencing skills.</td>
<td>Problem Solving</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td>Signal interpretation.</td>
<td>Problem Solving</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td>Decision making skills.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
</tr>
<tr>
<td>Whole number addition.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
</tr>
<tr>
<td>Whole number subtraction.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
</tr>
<tr>
<td>Interpretation of cause.</td>
<td>Problem Solving</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td>Know technical vocabulary.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
</tr>
<tr>
<td>Form completion (documentation).</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
</tr>
<tr>
<td>Read and summarize JSA.</td>
<td>MSDS Program</td>
<td>Quiz</td>
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</tr>
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<td>IEP</td>
</tr>
<tr>
<td>Decision-making skills.</td>
<td>Problem Solving</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td>Instrument reading.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
</tr>
<tr>
<td>Whole number addition.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
</tr>
<tr>
<td>Whole number subtraction.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
</tr>
<tr>
<td>Know technical vocabulary.</td>
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<tr>
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<td>IEP</td>
</tr>
</tbody>
</table>

#### Curriculum and Assessment

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem Solving</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
</tr>
<tr>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
</tbody>
</table>

#### Skills

<table>
<thead>
<tr>
<th>Duty</th>
<th>Task #</th>
<th>Frequency</th>
<th>Skill Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Job Duties
Maintain the expected work performance level of the assigned job.

Educational Objectives
Cooperation.
Clear oral communication.
Time management skills.
Problem solving skills.

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comm. Materials</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td>Comm. Materials</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>Survey</td>
<td>IEP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Crit. Rating</th>
<th>Duty Task</th>
<th>Frequency</th>
<th>Skill Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
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.
**Job Title:** Cloth Grader (11-1351)

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

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

Educational Objectives

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty Task</th>
<th>Fre- quency</th>
<th>Skill Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem Solving</td>
<td>Survey</td>
<td>IEP</td>
<td>IEP</td>
<td>IEP</td>
<td>IEP</td>
<td>IEP</td>
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<tr>
<td>Comm. Materials</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
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<td>Survey</td>
<td>IEP</td>
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<td>Problem Solving</td>
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<tr>
<td>Problem Solving</td>
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<tr>
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<tr>
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<td>IEP</td>
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</tr>
</tbody>
</table>
Job Title: Lift truck Operator (11-1330)
Job Purpose: Transport all graded rolls to truck

Job Duties
Transport 2,000 lb cloth rolls to scales with electric hoist.
Weigh cloth rolls, key data into computer and print cloth ticket.
Attach cloth ticket, wrap roll with plastic.
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.

Educational Objectives | Curriculum | Assessment | Outcome | Skill
--- | --- | --- | --- | ---
Classifying, rounding, addition | Text Disc | Text Disc | IEP | Text Disc
Keyboarding | Text Disc | Text Disc | IEP | Text Disc
Estimation | Text Disc | Text Disc | IEP | Text Disc
Reading | Problem Solving | Survey | IEP | Survey
Sequencing | Problem Solving | Survey | IEP | Survey
Problem-solving | Problem Solving | Survey | IEP | Survey
Cause and effect | Problem Solving | Survey | IEP | Survey
Comparison | Problem Solving | Survey | IEP | Survey

IEP
GREIGE PLANT  
(Slashing Department)
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, laying in ends and cleaning.

Perform any other duties as prescribed by supervisor.
Job Title: Size Mixer

Job Purpose: To help slasher operator with slasher duties.

Job Duties

<table>
<thead>
<tr>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove empty section beams from creel, using a hoist.</td>
<td>Read and summarize JSA.</td>
<td>MSDS Program</td>
<td>Quiz</td>
</tr>
<tr>
<td>Clear oral communication.</td>
<td>Comm. Materials</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td>Follow sequential, procedural directions.</td>
<td>Text Disc</td>
<td>Text Disc</td>
<td>IEP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Career Technical Skills</th>
<th>Task #</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help take empty section beams to warper beam storage, using a hoist.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creel full section beams into creel, using a hoist.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Help slasher operator with lay in duties of style.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Help doff and take loom beams to storage area, using a hoist.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Help measure width and prepare loom beams.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Educational Objectives

- Read and summarize JSA.
- Clear oral communication.
- Follow sequential, procedural directions.
- Creel full section beams into creel, using a hoist.
- Help slasher operator with lay in duties of style.
- Help doff and take loom beams to storage area, using a hoist.
- Help measure width and prepare loom beams.
### Job Duties

Climb steps and check size kettle level.

Check solids.

Transfer size to storage kettle.

Cook new batch of size (avg. every 2 hours).

Help blow off slasher and clean area.

Clean and wash down slasher.

Cut, aside, weight and record waste.

Take inventory of full section beams.

Maintain the work performance level expected of the assigned job.

### Educational Objectives

- Read and summarize JSA.
- MSDS Program
- Quiz
- IEP

### Curriculum

- MSDS Program
- Quiz
- IEP

### Assessment

- Communication with tender.
- Time management skills.
- MSDS Program
- Quiz
- IEP

- Read and summarize JSA.
- Time management skills.
- MSDS Program
- Quiz
- IEP

- Read and summarize JSA.
- MSDS Program
- Quiz
- IEP

- Weigh and record scale measurement.
- MSDS Program
- Quiz
- IEP

- Count and add whole numbers. Text Disc
- Text Disc
- IEP

- Read and summarize JSA.
- Cause and effect.
- Problem Solving
- Survey
- IEP

- Time management skills.
- MSDS Program
- Quiz
- IEP
Job Title: Harness Builders

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

Job Duties
- Clean harness with kermac-140 cleaner.
- Build harness, dropwire and reed setup.
- Place finished warp and harness/dropwire setup onto warp truck.
- Repair any damaged reeds in the weave room.
- Keep work area clean.
- Maintain the work performance level expected of the assigned job.

Educational Objectives
- Read and summarize JSA.
- Read and summarize MSDS.
- Follow sequential, procedural directions.
- Communicate with loom tender.
- Read and summarize JSA.
- Read and summarize JSA.
- Read and summarize JSA.
- Read and summarize JSA.
- Read and summarize JSA.
- Read and summarize JSA.
- Read and summarize JSA.

Curriculum
- MSDS Program
- MSDS Program
- MSDS Program
- MSDS Program
- MSDS Program
- MSDS Program
- MSDS Program
- MSDS Program
- MSDS Program

Assessment
- Quiz
- Quiz
- Text Disc
- Text Disc
- Quiz
- Quiz
- Quiz
- Quiz

Outcome
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP

Crit. Duty Task # Fre. Skill

Rating

Task # Fre. Skill

48
Job Title: Slasher Tender

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

Job Duties
Help creel section beams into creel racks, using a hoist.
Help pull ends from creel to front of slasher.
Help place all lease strings and tape on section beams.
Help place separation and tension bars at front of slasher.
Measure and set loom beams to proper width.
Make necessary adjustments to slasher (beams, rolls, values, etc.)
Change pressure roll as needed for style.
Laying-in of style.
Repair all end breaks or laps at front of slasher.

Educational Objectives
Read and summarize JSA.
Clear oral communication.
Follow sequential, procedural directions.
Read and summarize JSA.
Clear oral communication.
Follow sequential, procedural directions.
Read and summarize JSA.
Clear oral communication.
Follow sequential, procedural directions.
Read and summarize JSA.
Clear oral communication.
Follow sequential, procedural directions.
Read and summarize JSA.
Clear oral communication.
Follow sequential, procedural directions.
Read and summarize JSA.
Clear oral communication.
Follow sequential, procedural directions.

Curriculum
MSDS Program
Comm. Materials
Text Disc
MSDS Program
Comm. Materials
Text Disc
MSDS Program
Comm. Materials
Text Disc
MSDS Program
Comm. Materials
Text Disc
MSDS Program
Comm. Materials
Text Disc
MSDS Program
Comm. Materials
Text Disc

Assessment
Quiz
Survey
Text Disc
Quiz
Survey
Text Disc
Quiz
Survey
Text Disc
Quiz
Survey
Text Disc

Outcome
IEP
IEP
IEP
IEP
IEP
IEP
IEP
IEP
IEP
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IEP

Critical Rating
Duty Task Frequency Skill
Rating
Task Frequency
## Slasher Tender (continued)

<table>
<thead>
<tr>
<th>Duty</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help doff full loom beams, using a hoist.</td>
<td>Read and summarize JSA. Clear oral communication. Follow sequential, procedural directions. Cause and effect.</td>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Help blow off slasher and clean area.</td>
<td>Read and summarize JSA. Time management skills.</td>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Cut off waste from beams.</td>
<td>Read and summarize JSA. Time management skills.</td>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Maintain the expected work performance level of the assigned job.</td>
<td>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.</td>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty Task #</th>
<th>Fre. Qu.ncy</th>
<th>Skill Value</th>
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<tbody>
<tr>
<td>IEP</td>
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</tbody>
</table>
GREIGE PLANT
(Carding Department)
## Job Title: Card Tender

### Job Duties
- Piece sliver breaks
- 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.
- Doff cards.
- Tend cards in order to maintain maximum efficiency.
- Transport full cans to the edge of the spare floor at cards.
- Perform scheduled cleaning.
- Report failures to the card fixer so it may be repaired.

### Educational Objectives
- Read and summarize JSA.
- Following Sequential Directions.
- Clear oral communication.
- Know technical vocabulary.
- Read and summarize JSA.
- Problem Solving.
- Signal Interpretation.
- Time management.
- Clear oral communication.
- Read and summarize JSA.
- Problem Solving.
- Know technical vocabulary.
- Read MSDS Sheets.

### Curriculum
- Reading Materials
- Math Materials
- Reading Materials
- Communication Materials
- Reading Materials
- Vocabulary Program
- Reading Materials
- Problem Solving Materials
- Communication Materials

### Assessment
- Quiz
- Locator/Quiz
- Quiz
- Survey
- Quiz
- 25 Word Test
- Quiz
- Survey

### Outcome
- IEP
- IEP
- IEP
- 24/25
- IEP
- IEP
- IEP

### Frequency
- 24/25

### Skill
- Reading (and enter ?) proper information on a checklist.

### Task#
**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

**Assessment**
- Quiz
- Locator/Quiz
- Quiz
- 25 Word Test
- Quiz

**Outcome**
- IEP
- IEP
- IEP
- 24/25
- IEP

<table>
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<th>Duty</th>
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<th>Skill</th>
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<td>IEP</td>
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</tbody>
</table>

**Card Tender--cont.**

**Job Duties**
Stopping and starting cards due to a malfunction of flock feeders on the blending reserve.
**Job Title:** Stock Feeder  

**Job Duties**  
- Open polyester bales.  
- Feed polyester into hoppers.  
- Push box of bands to dock.  
- Feed waste picker with waste sliver and roving.  
- Sweep around opening and blending machinery.  
- Operate two Abbington waste bale presses.  
- Perform any other duties as prescribed by supervision.

**Educational Objectives**  
- Read and summarize JSA.  
- Read and summarize JSA.  
- Read and summarize JSA.  
- Read and summarize JSA.  
- Read and summarize JSA.  
- Read and summarize JSA.  
- Read and summarize JSA and SOP.

**Curriculum**  
- Reading Materials  
- MSDS Program  
- Reading Materials  
- MSDS Program  
- Reading Materials  
- MSDS Program  
- Reading Materials  
- MSDS Program  
- Reading Materials  
- MSDS Program  
- Reading Materials  
- MSDS Program  
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- MSDS Program  
- Reading Materials  
- MSDS Program  
- Reading Materials  
- Vocabulary Program  
- Reading Materials  
- Math Materials  
- Reading Materials  
- Math Materials  
- Reading Materials  
- MSDS Program

**Assessment**  
- Quiz  
- Quiz  
- Quiz  
- Quiz  
- Quiz  
- Quiz  
- Quiz  
- Quiz  
- Quiz  
- Quiz  
- Quiz  
- Quiz  
- Quiz  
- Quiz

**Outcome**  
- IEP

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<th>Frequency</th>
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<td>Task#</td>
<td>24/25</td>
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<tr>
<td>25 Word Test</td>
<td>Locator/Quiz</td>
<td>IEP</td>
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<tr>
<td>Survey</td>
<td>Quiz</td>
<td>IEP</td>
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<tr>
<td>Quiz</td>
<td>Locator/Quiz</td>
<td>IEP</td>
</tr>
<tr>
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<td></td>
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<tr>
<td>Quiz</td>
<td>IEP</td>
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</tr>
</tbody>
</table>
### Job Title: Drawing Tender

#### Job Duties
- **Turn hank clocks at the beginning of each shift.**
- **Tend frames in order to maintain maximum efficiency.**
- **Repair stops on frames.**
- **Creel frames.**
- **Place empty cans for automatic doffing.**
- **Transport full breaker drawing cans to finisher drawing creel.**
- **Turn cans on breaker drawing.**

#### Educational Objectives
**SUPERVISORS DOES THIS**

<table>
<thead>
<tr>
<th>Skill</th>
<th>Frequency</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read and summarize JSA.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time management.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signal Interpretation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Know technical vocabulary.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpreting German codes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metric measurement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Read Reiter-produced help sheets.</td>
<td></td>
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</tr>
<tr>
<td>Follow sequential procedural directions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Read and summarize JSA.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signal Interpretation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classify (lights) by color.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow sequential, procedural directions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Read and summarize JSA.</td>
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<tr>
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<tr>
<td>Read and summarize JSA.</td>
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</table>

#### Curriculum

<table>
<thead>
<tr>
<th>Reading Materials</th>
<th>Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSDS Program</td>
<td>IEP</td>
</tr>
<tr>
<td>Reading Materials</td>
<td>Quiz</td>
</tr>
<tr>
<td>Vocabulary Program</td>
<td>IEP</td>
</tr>
<tr>
<td>Reading Materials</td>
<td>Quiz</td>
</tr>
<tr>
<td>Measurement Materials</td>
<td>Locator/Quiz</td>
</tr>
<tr>
<td>Reading Materials</td>
<td>Quiz</td>
</tr>
<tr>
<td>Math Materials</td>
<td>Locator/Quiz</td>
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<td>Quiz</td>
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<tr>
<td>Reading Materials</td>
<td>Quiz</td>
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#### Assessment

<table>
<thead>
<tr>
<th>Quiz</th>
<th>IEP</th>
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<tr>
<td>25 Word Test</td>
<td>24/25</td>
</tr>
<tr>
<td>Locator/Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>IEP</td>
<td>IEP</td>
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<tr>
<td>IEP</td>
<td>IEP</td>
</tr>
</tbody>
</table>

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**BEST COPY AVAILABLE**
Job Duties
Report any failures to drawing fixer so it may be repaired.

Report any changes in methods or job conditions to supervisor so that industrial engineering can evaluate changes and determine if a change in job assignments necessary.

Overall
Time management

<table>
<thead>
<tr>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty Task#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognize warning signals.</td>
<td>Communication Materials</td>
<td>Survey</td>
<td>IEP</td>
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</tr>
<tr>
<td>Clear oral communication.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Know technical vocabulary.</td>
<td>Vocabulary Program</td>
<td>25 Word Test</td>
<td>24/25</td>
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<td></td>
</tr>
</tbody>
</table>

| Overall | Time management |

BEST COPY AVAILABLE
**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 engineering can evaluate the changes and determine if a change in job assignment is necessary.
**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.
- Time management.
- Following sequential procedure.

**Curriculum**

- Reading Materials
- MSDS Program
- Math Materials

**Assessment**

- Quiz
- Locator/Quiz

**Outcome**

- IEP

---

**Frequency/Value**

- 68
**Job Title:** Yarn Manufacturing Overhauler

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

### Job Duties
- Fix all major break downs on cards.
- Clean grease and check knock-offs on two machines per day.
- Perform all grinding.
- Wash chutes over 1 line of cards per week.

### Educational Objectives

<table>
<thead>
<tr>
<th>Task</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
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<tbody>
<tr>
<td>Read and summarize JSA.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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</tr>
<tr>
<td>Problem solving.</td>
<td>Problem Solving Materials</td>
<td>Survey</td>
<td>IEP</td>
<td></td>
</tr>
<tr>
<td>Clear oral communication.</td>
<td>Communication Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
</tr>
<tr>
<td>Know technical vocabulary.</td>
<td>Reading Materials</td>
<td>25 Word test</td>
<td>24/25</td>
<td></td>
</tr>
<tr>
<td>Combine information to complete task.</td>
<td>Vocabulary Program</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Follow sequential, procedural directions</td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
<td></td>
</tr>
<tr>
<td>Determine extent of damage.</td>
<td>Measurement Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
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</tr>
<tr>
<td>Metric measurement.</td>
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<tr>
<td>Recognize key German words.</td>
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### Critical Duties

<table>
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<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
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</thead>
<tbody>
<tr>
<td>Read and summarize JSA.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
</tr>
<tr>
<td>Follow sequential, procedural directions</td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
<td></td>
</tr>
<tr>
<td>Read MSDS Sheets.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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</tr>
<tr>
<td>Perform all grinding.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
</tr>
<tr>
<td>Measurement.</td>
<td>MSDS Program</td>
<td>Locator/Quiz</td>
<td>IEP</td>
<td></td>
</tr>
<tr>
<td>Wash chutes over 1 line of cards per week.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
</tr>
<tr>
<td>Read and enter information appropriately on forms.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
</tr>
<tr>
<td>Read and summarize JSA.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
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<tr>
<td><strong>Job Duties</strong></td>
<td><strong>Educational Objectives</strong></td>
<td><strong>Curriculum</strong></td>
<td><strong>Assessment</strong></td>
<td><strong>Outcome</strong></td>
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<tr>
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</tr>
<tr>
<td>Blow out sides of all cylinders, doffer flats and coiler heads (1/12 days).</td>
<td>Read and enter information appropriately on forms.</td>
<td><strong>Reading Materials</strong></td>
<td><strong>Quiz</strong></td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Read and summarize JSA.</td>
<td><strong>Reading Materials</strong></td>
<td><strong>Quiz</strong></td>
<td>IEP</td>
</tr>
<tr>
<td>Grease all helical gears, calender roll gears, and knock off plates in coilers 1/12 days.</td>
<td>Read and summarize JSA.</td>
<td><strong>Reading Materials</strong></td>
<td><strong>Quiz</strong></td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Follow sequential procedure.</td>
<td><strong>MSDS Program</strong></td>
<td><strong>Quiz</strong></td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Read and appropriately enter information on forms.</td>
<td><strong>Reading Materials</strong></td>
<td><strong>Quiz</strong></td>
<td>IEP</td>
</tr>
<tr>
<td>Pull all chokes from side of doffer/12 days.</td>
<td>Read and summarize JSA.</td>
<td><strong>MSDS Program</strong></td>
<td><strong>Quiz</strong></td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Follow sequential procedure.</td>
<td><strong>Math Materials</strong></td>
<td><strong>Locator/Quiz</strong></td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Read and appropriately enter information on forms.</td>
<td><strong>Reading Materials</strong></td>
<td><strong>Quiz</strong></td>
<td>IEP</td>
</tr>
<tr>
<td>Grease teeth of all gears with brush 1/24 days.</td>
<td>Read and summarize JSA.</td>
<td><strong>MSDS Program</strong></td>
<td><strong>Quiz</strong></td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Follow sequential procedure.</td>
<td><strong>Math Materials</strong></td>
<td><strong>Locator/Quiz</strong></td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Read and appropriately enter information on forms.</td>
<td><strong>Reading Materials</strong></td>
<td><strong>Quiz</strong></td>
<td>IEP</td>
</tr>
</tbody>
</table>
**Job Title:** Yarn Manufacturing Fixer (G)

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty</th>
<th>Frequency</th>
<th>Skill Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grease all yellow coded and noncoded fittings 1/24 days.</td>
<td>Read and summarize JSA.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Follow sequential, procedural directions.</td>
<td>MSDS Program</td>
<td>Locator/Quiz</td>
<td>IEP</td>
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</tr>
<tr>
<td></td>
<td>Read and appropriately enter information on forms.</td>
<td>Math Materials</td>
<td>Quiz</td>
<td>IEP</td>
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</tr>
<tr>
<td></td>
<td>Classify by color.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Know technical vocabulary.</td>
<td>Vocabulary Program</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Oil joints of all flat chains with chain spray oil 1/24 days.</td>
<td>Read and summarize JSA.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Follow sequential, procedural directions.</td>
<td>MSDS Program</td>
<td>Locator/Quiz</td>
<td>IEP</td>
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<tr>
<td></td>
<td>Read and appropriately enter information on forms.</td>
<td>Math Materials</td>
<td>Quiz</td>
<td>IEP</td>
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</tr>
<tr>
<td></td>
<td>Know technical vocabulary.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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<tr>
<td></td>
<td></td>
<td>Vocabulary Program</td>
<td>Quiz</td>
<td>IEP</td>
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<td></td>
<td></td>
<td></td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
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</tr>
<tr>
<td>Grease all red coded fittings 1/6 months.</td>
<td>Read and summarize JSA.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Follow sequential, procedural directions.</td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Read and appropriately enter information on forms.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Know technical vocabulary.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vocabulary Program</td>
<td>25 Word Test</td>
<td>24/25</td>
<td></td>
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</table>
Yarn Manufacturing Fixer (continued)

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Duty</th>
<th>Fre- / Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove all left hand cylinder covers and fans and grease all cylinder bearings 1/12 months.</td>
<td>Read and summarize JSA. Follow sequential procedure. Read and appropriately enter information on forms. Know technical vocabulary.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tear down and build up as necessary for reclothing.</td>
<td>Read and summarize JSA. Follow sequential, procedural directions. Read and appropriately enter information on forms.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform other duties as required by supervisor.</td>
<td>Clear oral communication. Know technical vocabulary. Follow sequential, procedural directions.</td>
<td>Communication Materials</td>
<td>Survey</td>
<td>IEP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Job Title:** Yarn Manufacturing Fixer

### Job Duties

<table>
<thead>
<tr>
<th>Task</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take up, weigh, and record waste 1/12 hours.</td>
<td>Read and summarize JSA.</td>
<td>Reading Materials, MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Read and appropriately enter information on forms.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Metric weight.</td>
<td>Measurement Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Check knock offs on all roving frames 1/12 hours.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform maintenance on drawing and roving frames as scheduled.</td>
<td>Read and summarize JSA.</td>
<td>Reading Materials, MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Read and appropriately enter information on forms.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Determine extent of damage. Problem Solving.</td>
<td>Problem Solving Materials</td>
<td>Survey</td>
<td></td>
</tr>
<tr>
<td>Maintain 1/4 of drawing frames and 1/4 roving frames.</td>
<td>Read and summarize JSA.</td>
<td>Reading Materials, MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Read and appropriately enter information on forms.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Determine extent of damage. Problem Solving.</td>
<td>Problem Solving Materials</td>
<td>Survey</td>
<td></td>
</tr>
<tr>
<td>Empty pneumatic cans on 1/2 of roving and 1/2 drawing frames 1/36 hours.</td>
<td>Time management.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Wash out both sides of drawing frames on 1/4 of drawing frames 1/240 hours.</td>
<td>Read and summarize JSA.</td>
<td>Reading Materials, MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
</tbody>
</table>
Yarn Manufacturing Fixer  (continued)

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wash around heads of 1/4 of roving frames 1/36 hours.</td>
<td>Time management. Read and summarize JSA. Sequencing.</td>
<td>Reading Materials MSDS Program Math Materials Reading Materials</td>
<td>Quiz Locator/Quiz Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Clean steel rolls and inside of tube gears 1/4 hours.</td>
<td>Read and summarize JSA. Time management. Sequencing.</td>
<td>Reading Materials MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Wash inside of hood and drawing frames on 1/4 of frames 1/240 hours.</td>
<td>Read and summarize JSA. Time management. Sequencing.</td>
<td>Reading Materials MSDS Program Math Materials Reading Materials</td>
<td>Quiz Locator/Quiz Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Each fixer will grease 132 roving rollers each one month and 264 each the next month.</td>
<td>Read and summarize JSA. Time management. Fill out and read information on forms. Sequencing.</td>
<td>Reading Materials MSDS Program Math Materials Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
</tbody>
</table>

Perform other duties as required by supervisor.

Clear oral communication.
FINISHING PLANT
(Art Department)
**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 into 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.

<table>
<thead>
<tr>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty Task #</th>
<th>Skill Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocabulary</td>
<td>Word Review</td>
<td>25 Word Test</td>
<td>24/25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comprehend Safety Rules</td>
<td>Comprehension</td>
<td>Word Review</td>
<td>95%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOS Commands</td>
<td>DOS Course</td>
<td>DOS Quiz</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem Solving/Communication</td>
<td>Communication</td>
<td>Locator/Quiz</td>
<td>95%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+, -, / (Math)</td>
<td>Math Materials</td>
<td></td>
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<tr>
<td>Ratio/Proportion</td>
<td></td>
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<tr>
<td>X/Y Coordinates</td>
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<tr>
<td>Metric Measures</td>
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<tr>
<td>Comprehend Safety Rules</td>
<td></td>
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<tr>
<td>X/Y Coordinates</td>
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<tr>
<td>Math Materials</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>DOS Commands</td>
<td>DOS Course</td>
<td>DOS Quiz</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Read Computer Screen</td>
<td>Communication</td>
<td>Locator/Quiz</td>
<td>95%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metric Measures</td>
<td>Math Materials</td>
<td></td>
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<tr>
<td>X/Y Coordinates</td>
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<tr>
<td>Calculators</td>
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<tr>
<td>Menu Driven Program</td>
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<tr>
<td>SuperPaint</td>
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<tr>
<td>Quiz</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Computer-aided design program</td>
<td>Mac Tour</td>
<td>Quiz</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem Solving/Communication</td>
<td>SuperPaint</td>
<td></td>
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<tr>
<td>Communication</td>
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<tr>
<td>Job Duties</td>
<td>Educational Objectives</td>
<td>Curriculum</td>
<td>Assessment</td>
<td>Outcome</td>
<td>Crit. Rating</td>
<td>Duty Task #</td>
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</tr>
<tr>
<td>Write % of open area of pattern on back of card. Computer supplies information.</td>
<td>Read Computer Screen</td>
<td>Comprehension</td>
<td>Word Review</td>
<td>95%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must be able to save pattern on disk. Have ability to determine available space on disk.</td>
<td>DOS Commands</td>
<td>DOS Course</td>
<td>DOS Quiz</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back up all computer work.</td>
<td>DOS Commands</td>
<td>DOS Course</td>
<td>DOS Quiz</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep written report of all film scanned, all disk work and computer time.</td>
<td>Written Reports, Vocabulary, Communication</td>
<td>Forms, Word Review, Communication</td>
<td>Form Quiz</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check for and correct any joining problems on patterns scanned.</td>
<td>Computer-aided design program</td>
<td>Mac Tour, SuperPaint</td>
<td>Quiz</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create design for film from artwork on graphics system.</td>
<td>Computer-aided design program</td>
<td>Mac Tour, SuperPaint</td>
<td>Quiz</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fill in color for design on graphics system.</td>
<td>Computer-aided design program</td>
<td>Mac Tour, SuperPaint</td>
<td>Quiz</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create films in dark room. (plotted films)</td>
<td>Vocabulary, Comprehend Safety Rules, DOS Commands, +, -, *, / (Math), X/Y Coordinates, Metric Measurements</td>
<td>Word Review, Comprehension, DOS Course, Math Materials</td>
<td>25 Word Test, Word Review, DOS Quiz, Locator/Quiz</td>
<td>24/25, 95%, 100%, 95%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Create negatives and positives of artwork using photography film. Must determine and set exposure time for each pattern. This skill is learned through experience.
<table>
<thead>
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<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty Task #</th>
<th>Skill Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick copy portion of patterns to make paste ups for new patterns and/or repeats.</td>
<td>DOS Commands</td>
<td>DOS Course</td>
<td>DOS Quiz</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop film with film processor.</td>
<td>Comprehend Safety Rules</td>
<td>Comprehension</td>
<td>Word Review</td>
<td>95%</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Touch up any defective areas on films with opaque as needed.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Proof patterns by printing it on the Ink Jet Printer. Check for mistakes before running the pattern.</td>
<td>DOS Commands, X/Y Coordinates, Communication Problem Solving</td>
<td>DOS Course, Math Materials, Communication</td>
<td>DOS Quiz, Quiz</td>
<td>100%, 95%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change print head on Ink Jet Printer.</td>
<td>Comprehend Manual</td>
<td>Comprehension</td>
<td>Word Review</td>
<td>95%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td>+,·, / (Math), Metric Measures, Calculator, Vocabulary, Completing Forms</td>
<td>Math Materials, Quiz</td>
<td>Word Review, 25 Word Test, Form Quiz</td>
<td>95%, 24/25, 100%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assist other employees whenever equipment is stopped to keep all downtime to an absolute minimum.</td>
<td>Communication</td>
<td>Communication</td>
<td></td>
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</tr>
</tbody>
</table>
Job Duties

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.

Other duties as assigned by supervisor.

Educational Objectives

Communication
Problem Solving

Curriculum
Communication

Assessment Outcome

Critical Rating

Duty Task # Skill Value
FINISHING PLANT
(Inspection)
**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.

<table>
<thead>
<tr>
<th>Job Duties</th>
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<th>Curriculum</th>
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<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>To operate inspection frame.</td>
<td>Read dials, counters, buttons.</td>
<td>Reading Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Follow sequential, procedural directions.</td>
<td></td>
<td>Math Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Troubleshoot.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Clear oral communication.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear written communication.</td>
<td></td>
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<tr>
<td>Calculate percentages.</td>
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<td>Communication Materials</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td>Convert fractions to decimals.</td>
<td></td>
<td>Communication Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Convert decimals to fractions.</td>
<td></td>
<td>Reading Materials</td>
<td>Locator/Quiz</td>
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<td>Estimate.</td>
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<td>Math Materials</td>
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<tr>
<td>Calculator skills.</td>
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<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
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<tr>
<td>Know technical vocabulary.</td>
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<td>Reading Materials</td>
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<tr>
<th>Curriculm</th>
<th>Assessment</th>
<th>Outcome</th>
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<tr>
<td>Reading Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
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<tr>
<td>Math Materials</td>
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</table>

| 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. | Reading Materials | Quiz | IEP |
| | Interpret abbreviations. | Reading Materials | Quiz | IEP |
| | Know technical vocabulary. | Reading Materials | Quiz | IEP |

| Cut cloth as necessary. | Read and comprehend JSA. | Reading Materials | Quiz | IEP |
| | | MSDS Program | Locator/Quiz | IEP |
| | Follow sequential, procedural directions. | Math Materials | Locator/Quiz | IEP |

| Measure and verify width of cloth. | Standard measurement - length | Measurement Materials | Locator/Quiz | IEP |
Finished Cloth Grader (cont.)

**Job Duties**

Aid in operations of other machines when needed.

Maintains housekeeping standards as required.

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

Check for proper shade, print, and proper direction of fabric.

**Educational Objectives**

Clear oral communication.

Follow sequential, procedural directions.

Know technical vocabulary.

Read and interpret JSA.

Read and interpret JSA.

Read and interpret JSA.

Compare/contrast with prescribed standard.

Label return or fall-outs according to codes on Inspection Cover Sheet.

Know technical vocabulary.

Knowledge of and ability to read JSA.

Know technical vocabulary.

**Curriculum**

Communication Materials

Math Materials

Reading Materials

Reading Materials

Reading Materials

Reading Material

Communication Materials

Reading Materials

Reading Materials

**Assessment**

Survey

Locator/Quiz

Quiz

Quiz

Quiz

Survey

Quiz

Survey

**Outcome**

IEP

IEP

IEP

IEP

IEP

**Crit. Rating**

IXP

IEP

IEP

IEP

**Duty Frequency**

24/25
Single Double Operator (cont'd)

**Job Duties**
Any other responsibilities assigned by supervisor.

**Educational Objectives**
- Know technical vocabulary.
- Read and summarize JSA.
- Clear oral communication.
- Follow sequential, procedural directions.

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<tr>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty</th>
<th>Frequency</th>
<th>Skill</th>
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<tbody>
<tr>
<td>Reading Materials</td>
<td>Quiz</td>
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<td>Reading Materials</td>
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<td>MSDS Program</td>
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</table>

| Reading Materials                 | Quiz       | IEP      |              |      |           |       |
| Reading Materials                 | Quiz       | IEP      |              |      |           |       |
| MSDS Program                      | Survey     | IEP      |              |      |           |       |
| Communication Materials           | Locator/Quiz| IEP     |              |      |           |       |
| Math Materials                    |            |          |              |      |           |       |
**Job Title:** Inspection Machine Operator's Helper  
**Purpose of Job:** To service and furnish supplies to the operators.

**Job Duties**
- Assist in operation of an Inspection Frame.
- Assist in operation of an Inspection Frame.
- Measure and verify lengths of tubes being cut.
- Bag and weigh rags not to exceed 70 lbs.
- Measure and weigh slitter waste.
- Inventory tubes and keep work area neat.
- Cut plastic and cloth as necessary.
- Be familiar with and abide by plant and job safety procedures, report unsafe acts to supervisor immediately.

**Educational Objectives**
- Clear oral communication.
- Read and interpret JSA.
- Follow sequential, procedural directions.
- Know technical vocabulary.
- Standard measurement - length.
- Standard measurement - weight.
- Standard measurement - weight.
- Keep written records.
- Read and interpret JSA.
- Read and interpret JSA.
- Clear oral communication.
- Follow sequential, procedural directions.
- Know technical vocabulary.

**Curriculum**
- Communication Materials
- Reading Materials
- MSDS Program
- Math Materials
- Reading Materials
- Vocabulary Program
-Measurement Materials
- Reading Materials
- Vocabulary Program
- Measurement Materials
- Reading Materials
- MSDS Program
- Reading Materials
- Communication Materials
- Math Materials
- Reading Materials

**Assessment**
- Survey
- Quiz
- Locator/Quiz
- Quiz
- 25 Word Test
- Locator/Quiz
- Locator/Quiz
- Quiz
- Locator/Quiz
- Quiz
- Locator/Quiz
- Quiz
- Locator/Quiz
- Survey
- Locator/Quiz
- Quiz
- Locator/Quiz

**Outcome**
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP

**Skill**
- 24/25

**Curriculum**

**Assessment**

**Outcome**

**Skill**

**Curriculum**

**Assessment**

**Outcome**

**Skill**
Inspection Machine Operator's Helper (cont.)

**Job Duties**
Supply machine operators with standards and shells in accordance with lot sheets.

Properly bag, weigh, and tag rags and slitter waste.

Deliver correspondences and shipping bills to other departments.

**Educational Objectives**
- Read and interpret information from lot sheets.
- Read department names and personnel names from correspondences.
- Standard measurement - weight.
- Clear oral communication.
- Clear written communication.

**Curriculum**
- Reading Materials
- Communication Materials
- Reading Materials

**Assessment**
- Quiz
- Survey
- Quiz

**Outcome**
- IEP
- IEP
- 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

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
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<th>Skill</th>
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</thead>
<tbody>
<tr>
<td>Bring rolls to roll wrapping station by proper use of conveyor belt.</td>
<td>Read and interpret JSA.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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<td></td>
<td>Clear oral communication.</td>
<td>MSDS Program</td>
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<td></td>
<td>Follow sequential, procedural directions.</td>
<td>Communication Materials</td>
<td>Reader/Quiz</td>
<td>IEP</td>
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<tr>
<td>Insure the roll is properly identified.</td>
<td>Compare/contrast with prescribed standard.</td>
<td>Math Materials</td>
<td>Quiz</td>
<td>IEP</td>
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<td></td>
<td>Read written information from roll ticket.</td>
<td>Communication Materials</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td>Remove shipping ticket from roll.</td>
<td>Follow sequential, procedural directions.</td>
<td>Math Materials</td>
<td>Locator Quiz</td>
<td>IEP</td>
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<tr>
<td>Wrap roll in accordance with shipping instructions.</td>
<td>Follow sequential, procedural directions.</td>
<td>Math Materials</td>
<td>Locator Quiz</td>
<td>IEP</td>
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<td></td>
<td>Read written information from roll ticket.</td>
<td>Reading Materials</td>
<td>Quiz</td>
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<td></td>
<td>Read and interpret JSA.</td>
<td>Reading Materials</td>
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<td></td>
<td>Know technical vocabulary.</td>
<td>MSDS Program</td>
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105 106
Roll Wrapper (cont.)

**Job Duties**
- Tag and mark roll with proper information.
- Locate rolls on proper shipping pallets.
- Obtain assistance from forklift driver to move rolls too large to handle.
- Be familiar with and abide by plant and safety procedures, report unsafe conditions or unsafe acts to supervisor immediately.
- Maintains housekeeping standards as required.

**Educational Objectives**
- Follow sequential, procedural directions.
- Accurately transfer numerical information from ticket to plastic wrap.
- Know technical vocabulary.
- Read written information from roll ticket.
- Clear oral information.
- Read and interpret JSA.
- Read and interpret JSA.
- Clear oral communication.
- Follow sequential, procedural directions.
- Read and interpret JSA.
- Follow sequential, procedural directions.

**Curriculum**
- Math Materials

**Assessment**
- Locator/Quiz

**Outcome**
- IEP

**Critical Rating Task # Frequency Value**
FINISHING PLANT
(Color Shop)
BASE CHEMICAL MIXER (08-5353)

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.

**Educational Objectives**
- Understand decimals, volume, measurement, basic math functions.
- Understand Dept Vocabulary and Forms.

**Curriculum**
- Math Materials
- Reading Materials

**Assessment**
- Locator/Quiz
- Quiz

**Outcome**
- IEP

**Task and Frequency**

---

**Job Duties**
- Mix clear and fill clear holding tank daily.
- Get, stir, and pump-up dyes for dispenser as needed. Keep dispenser head tanks filled with appropriate auxiliary chemicals.
- Obtain chemicals for Color Shop as needed.
- Maintain accurate log records for all dyes and chemicals handled.
- Clean dispenser tanks, mixing tanks and holding tanks as needed.
- Wash barrels as needed.
### Job Duties

<table>
<thead>
<tr>
<th>Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Duty</th>
<th>Frequency</th>
<th>Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mix vat and fiber reactive gums as needed.</td>
<td>Understand decimals, volume, measurement, basic math functions.</td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
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<td></td>
<td>Understand Dept Vocabulary and Forms</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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</tr>
<tr>
<td>Notify section leader or supervisor if maintenance work orders are needed.</td>
<td>Understand Dept Vocabulary and Forms</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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</tr>
<tr>
<td>Maintain housekeeping standards as required.</td>
<td>Understand Dept Vocabulary and Forms</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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</tr>
<tr>
<td>Other responsibilities as assigned by supervisor.</td>
<td>Understand decimals, volume, measurement, basic math functions.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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<td></td>
<td>Understand Dept Vocabulary and Forms</td>
<td>Reading Materials</td>
<td>Quiz</td>
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<tr>
<td>Wear specific personal protective equipment during specified activities as stated in the Job Safety Analysis.</td>
<td>Understand Dept Vocabulary and Safety/MSDS Readings.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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<tr>
<td>Be aware of and abide by plant safety and job safety procedures and report on any unsafe conditions or acts immediately to supervisor.</td>
<td>Understand Dept. Vocabulary and Safety/MSDS Readings.</td>
<td>Reading Materials</td>
<td>Quiz</td>
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</table>
**Job Title:** SCREEN REPAIR TECHNICIAN (09-2308)

**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.

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Task Frequency</th>
<th>Skill Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspect screen lift and safety line for safety and service-ability - report faults immediately to section leader or supervisor - initial and date inspection form.</td>
<td>Understand Dept. Vocabulary and Forms</td>
<td>Reading Materials Forms</td>
<td>Quiz</td>
<td>IEP</td>
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</tr>
<tr>
<td>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.</td>
<td>Understand Dept. Vocabulary and Forms</td>
<td>Reading Materials Forms</td>
<td>Quiz</td>
<td>IEP</td>
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</tr>
<tr>
<td>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.</td>
<td>Understand Dept Vocabulary and Forms</td>
<td>Reading Materials Forms</td>
<td>Quiz</td>
<td>IEP</td>
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</tbody>
</table>
### Screen Repair Technician (cont.)

<table>
<thead>
<tr>
<th><strong>Job Duties</strong></th>
<th><strong>Educational Objectives</strong></th>
<th><strong>Curriculum</strong></th>
<th><strong>Assessment</strong></th>
<th><strong>Outcome</strong></th>
<th><strong>Rating</strong></th>
<th><strong>Task #</strong></th>
<th><strong>Frequency</strong></th>
<th><strong>Value</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pull screens for pre-staging and/or replacement for machines - inspect and pre-stage strike-off screens sixteen to twenty-four hours in advance.</td>
<td>Understand Dept Vocabulary and Forms</td>
<td>Reading Materials Forms</td>
<td>Quiz</td>
<td>IEP</td>
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<tr>
<td>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.</td>
<td>Understand Dept Vocabulary and Forms</td>
<td>Reading Materials Forms</td>
<td>Quiz</td>
<td>IEP</td>
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</tr>
<tr>
<td>Pre-stage screens in staging area on screen buggies; maintain two complete sets of screens tagged for each machine.</td>
<td>Understand Dept Vocabulary and Forms</td>
<td>Reading Materials Forms</td>
<td>Quiz</td>
<td>IEP</td>
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</tr>
<tr>
<td>Repair broken screens as required.</td>
<td>Understand Dept Vocabulary and Forms</td>
<td>Reading Materials Forms</td>
<td>Quiz</td>
<td>IEP</td>
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<td></td>
<td>Understand basic math functions</td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
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### Screen Repair Technician (cont.)

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<th>Duty</th>
<th>Fre-</th>
<th>Skill</th>
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</thead>
<tbody>
<tr>
<td>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 endrings in tubes with post behind them; screens with adaptors left on must be returned to screen servicers for removal.</td>
<td>Understand Dept Vocabulary and Forms</td>
<td>Reading Materials Forms</td>
<td>Quiz</td>
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<tr>
<td>Inspect screens to be located in the warehouse; fill out inspection tracking form completely - to include date inspected and person inspecting screens.</td>
<td>Understand Dept Vocabulary and Forms</td>
<td>Reading Materials Forms</td>
<td>Quiz</td>
<td>IEP</td>
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<tr>
<td>Complete all paper work required, i.e. logs, screen tracking reports, etc.</td>
<td>Understand Dept Vocabulary and Forms</td>
<td>Reading Materials Forms</td>
<td>Quiz</td>
<td>IEP</td>
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<tr>
<td>Tear up screens from authorized tear up list as required.</td>
<td>Understand Dept Vocabulary and Forms</td>
<td>Reading Materials Forms</td>
<td>Quiz</td>
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<tr>
<td>Band boxes and store orderly for shipping scrap nickel.</td>
<td>Understand Dept Vocabulary and Forms</td>
<td>Reading Materials Forms</td>
<td>Quiz</td>
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</table>
Screen Repair Technician (cont.)

**Job Duties**

- Cut off screen tubes to correct length and replace damaged tubes as required.
- Blow out stopped up screens.
- Exchange and recharge batteries as needed.
- Maintain housekeeping standards as required.
- Report all suggestions that would make job safer and more productive to your supervisor.
- Assist other warehouse operators to make the job more productive and to reduce machine downtime to an absolute minimum.
- Assist screen supervisors in cleaning and storing equipment to insure maximum quality and efficiency.

**Educational Objectives**

- Understand basic math, measurement
- Understand decimals
- Understand Dept Vocabulary and Forms
- Understand Dept Vocabulary and Forms
- Understand Dept Vocabulary and Forms
- Understand basic math functions

**Curriculum**

- Math Materials
- Reading Materials
- Forms
- Reading Materials
- Forms
- Math Materials

**Assessment**

- Locator/Quiz
- Locator/Quiz
- Quiz
- Quiz
- Quiz
- Locator/Quiz

**Outcome**

- IEP
- IEP
- IEP
- IEP
- 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.

Other responsibilities assigned by supervisors.

<table>
<thead>
<tr>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Duty</th>
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<tbody>
<tr>
<td>Understand Dept Vocabulary</td>
<td>Reading Materials</td>
<td>Quiz</td>
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<tr>
<td>Safety/MSDS Readings</td>
<td>Reading Materials</td>
<td>Quiz</td>
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<tr>
<td>MSDS Program</td>
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</table>

Understand Dept Vocabulary and Forms
Understand basic math functions
Understand Safety/MSDS Reading
Understand Safety/MSDS Reading
Reading Materials
Reading Materials
Quiz
IEP
IEP
IEP
IEP
### COLOR FORMULATOR (08-1334)

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, the 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 reshape drum colors as needed.

#### Educational Objectives

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand alphabetizing and ordering by numbers</td>
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<tr>
<td>Understand Dept Vocabulary and Forms</td>
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<tr>
<td>Understand function of percents and decimals.</td>
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<tr>
<td>Understand basic math functions.</td>
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</tbody>
</table>

#### Curriculum

- Math Materials
- Reading Materials
- Forms

#### Assessment

- Locator/Quiz
- Quiz

#### Outcome

- IEP
**Job Duties**

- Check and reshadeproduction 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.

<table>
<thead>
<tr>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand Dept Vocabulary.</td>
<td>Reading Materials</td>
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<tr>
<td>Understand percents.</td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Understand metric basics (i.e. g=oz)</td>
<td>Measurement Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Understand alphabetizing and ordering by numbers.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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<tr>
<td>Understand Dept Vocabulary and Forms.</td>
<td>Math Materials</td>
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<tr>
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<td>Understanding of basic math.</td>
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<td>Understanding of metric.</td>
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<tr>
<td>Understand Metric basics.</td>
<td>Measurement Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
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</tbody>
</table>
**Job Duties**
Wear specific personal protective equipment during specified activities as stated in the job safety analysis.

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

**Educational Objectives**

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
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</thead>
<tbody>
<tr>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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<tr>
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</thead>
<tbody>
<tr>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
</tbody>
</table>
COLOR HANDLER (08-1330)

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.

**Educational Objectives**
- Understand Dept Vocabulary.
- 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
- Reading Materials
- Reading Materials
- Reading Materials
- Reading Materials
- Reading Materials

**Assessment**
- Quiz
- Quiz
- Quiz
- Quiz
- Quiz
- Quiz

**Outcome**
- IEP
- IEP
- IEP
- IEP
- IEP
- 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**
Understand Dept. Vocabulary and forms.
Understand basic math functions.
Understand percents, decimals, negative numbers.
Reading scales.
Understand Dept. Vocabulary.
Understand basic math functions.
Understand percents, decimals, negative numbers.
Reading scales.
Understand Dept. Vocabulary.
Understand basic math functions.
Understand percents, decimals, negative numbers.
Reading scales.
Understand Dept. Vocabulary.
Understand basic math functions.
Understand percents, decimals, negative numbers.
Reading scales.

**Curriculum**
Reading Materials
Math Materials
Reading Materials
Reading Materials
Reading Materials
Math Materials
Math Materials
Math Materials
Reading Materials

**Assessment**
Quiz
Locator/Quiz
Locator/Quiz
Quiz
Quiz
Locator/Quiz
Locator/Quiz
Quiz
Quiz

**Outcome**
IEP
IEP
IEP
IEP
IEP
IEP
IEP
IEP
IEP

**Curriculum**
Reading Materials
Math Materials
Reading Materials
Math Materials
Reading Materials
Math Materials
Math Materials
Reading Materials

**Assessment**
Quiz
Locator/Quiz
Locator/Quiz
Quiz
Quiz
Locator/Quiz
Locator/Quiz
Quiz
Quiz

**Outcome**
IEP
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IEP

**Curriculum**
Reading Materials
Math Materials
Reading Materials
Math Materials
Reading Materials
Math Materials
Math Materials
Math Materials
Reading Materials

**Assessment**
Quiz
Locator/Quiz
Locator/Quiz
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Locator/Quiz
Quiz
Quiz

**Outcome**
IEP
IEP
IEP
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IEP
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

<table>
<thead>
<tr>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand Dept. Vocabulary and forms.</td>
<td>Reading Materials Forms</td>
<td>Quiz</td>
<td>IEP</td>
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<td>Quiz</td>
<td>IEP</td>
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<tr>
<td>Understand decimals, percents, basic math functions.</td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
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<tr>
<td>Understand decimals, percents, basic math functions.</td>
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</tbody>
</table>

## Curriculum

Reading Materials

- Forms
- Vocabulary Program

## Assessment

Quiz

- IEP

## Outcome

IEP

## Rating

Duty Frequency Value

- Task: Quiz
- IEP
- Locator/Quiz
- IEP
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.

Reshape 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.

Educational Objectives
- Understand Dept Vocabulary.
- Understand basic math functions.
- Understand percents, decimals, negative numbers.
- Reading scales.
- Understand forms.

Curriculum
- Reading Materials
- Math Materials
- Reading Materials
- Math Materials
- Forms

Assessment
- Quiz
- Locator/Quiz
- Quiz
- Locator/Quiz
- Forms

Outcome
- IEP
- IEP
- IEP
- IEP
- IEP
Color Handler (cont.)

Job Duties
Other responsibilities as assigned by supervisor or section leader.

Educational Objectives
Understand Dept. Vocabulary.
Understand basic math functions.
Understand percents, decimals, negative numbers.
Reading scales.
Understand forms.

Curriculum
Reading Materials
Math Materials
"Man Materials
Materials

Assessment
Quiz
Locator/Quiz
Locator/Quiz

Outcome
IEP
IEP
IEP

Crit. Rating
IEP
IEP
IEP

Outcome
IEP
IEP
IEP

Duty
 IEPIEP IEPIEP

Frequency
 Value

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.

Curriculum
Reading Materials
MSDS Program
Reading Materials

Assessment
Quiz
Quiz

Outcome
IEP
IEP

Crit. Rating
IEP
IEP

Outcome
IEP
IEP

Duty
 IEPIEP IEPIEP

Frequency
 Value

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.

Curriculum
Reading Materials
Reading Materials

Assessment
Quiz
Quiz

Outcome
IEP
IEP

Crit. Rating
IEP
IEP

Outcome
IEP
IEP

Duty
 IEPIEP IEPIEP

Frequency
 Value
FINISHING PLANT
(Napping Department)
**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.

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Rating</th>
<th>Task #</th>
<th>Frequency</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow prescribed start-up procedures.</td>
<td>read and comprehend JSA, follow sequential procedure, decision making, cause and effect, technical vocabulary</td>
<td>Reading Materials, Math Materials, Problem Solving Materials Survey</td>
<td>Quiz</td>
<td>IEP</td>
<td>IEP</td>
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</tr>
<tr>
<td>Load rolls into cradle and sew on.</td>
<td>read and comprehend JSA</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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<td></td>
</tr>
<tr>
<td>Make lot changes.</td>
<td>problem solving, cause and effect, follow sequential procedure, communication, enter information accurately on forms</td>
<td>Problem Solving Materials Survey</td>
<td>Locator</td>
<td>IEP</td>
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</tr>
<tr>
<td>Maintain proper shrinkage, checking shrinkage, moisture, settings &amp; etc., and making necessary adjustments.</td>
<td>standard measurement, problem solving, estimation</td>
<td>Measurement Materials, Problem Solving Materials, Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
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</tr>
<tr>
<td>Doff, wrap and ticket rolls.</td>
<td>read and comprehend JSA, enter information accurately on forms, code interpretation</td>
<td>Reading Materials, Math Materials</td>
<td>Quiz</td>
<td>IEP</td>
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</tbody>
</table>
Shrink Operator, Cont.

Job Duties

Obtain and identify a two yard sample from each lot for lab test.

Record production on daily production report and enter into computer system. Apply powder to exposed ends of sleeve as needed.

Perform cleaning duties as described in cleaning schedule.

Follow prescribed quality procedures.

Obey all safety rules.

Notify your supervisor of any accidents.

Perform sleeve grinding as prescribed by grinding procedure.

<table>
<thead>
<tr>
<th>Educational Objectives</th>
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<th>Crit. Rating</th>
<th>Duty</th>
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<tbody>
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<td>read and comprehend JSA</td>
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<td>enter information accurately on forms</td>
<td>Math Materials</td>
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<td>IEP</td>
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<td>calculator usage</td>
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<td>read computer screen</td>
<td>Reading Materials</td>
<td>Quiz</td>
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<td>read and comprehend JSA</td>
<td>Forms</td>
<td>Quiz</td>
<td>IEP</td>
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<tr>
<td>appropriately enter information into computer</td>
<td>Mac Tour</td>
<td>Quiz</td>
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<td>keyboarding</td>
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<td>follow sequential procedure communication</td>
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<td>read and comprehend JSA</td>
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<td>problem solving</td>
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<td>follow sequential procedure problem solving</td>
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<td>follow sequential procedure problem solving</td>
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<tr>
<td>Follow prescribed stop off procedure.</td>
<td>read and comprehend JSA, follow sequential procedure</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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<tr>
<td>Bundle, weigh and dispose of rags.</td>
<td>standard measurement, read and enter information appropriately on forms</td>
<td>Measurement Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
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<tr>
<td>Bag up plastic roll wrapping, and put on trailer.</td>
<td>read and comprehend JSA</td>
<td>Reading Materials</td>
<td>Quiz</td>
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<tr>
<td>Notify supervisor of any machine malfunction.</td>
<td>clear oral communication, signal interpretation, problem solving, technical vocabulary</td>
<td>Communication Materials</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td>Any other duties as directed by supervisor.</td>
<td>clear oral communication, technical vocabulary</td>
<td>Communication Materials</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td>Assist all other operators whenever equipment is stopped so that downtime is held to an absolute.</td>
<td>clear oral communication, technical vocabulary</td>
<td>Communication Materials</td>
<td>Survey</td>
<td>IEP</td>
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</tr>
<tr>
<td>Maintains housekeeping standards as required.</td>
<td>technical vocabulary, read and interpret MSDS sheets</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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</tbody>
</table>
Shrink Operator, Cont.

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

<table>
<thead>
<tr>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Duty</th>
<th>FrequencyValue</th>
</tr>
</thead>
<tbody>
<tr>
<td>read and comprehend JSA</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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<td></td>
</tr>
<tr>
<td>read and comprehend MSDS Sheets</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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<tr>
<td>technical vocabulary</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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</tbody>
</table>
**Job Title:** Steam Frame Operator  
**Job Purpose:** Operates steam tenter frame to achieve desired width on flannel products after napping.

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty</th>
<th>Frequency Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get control sheets, tickets, and instructions from supervisor at beginning of shift.</td>
<td>clear oral communication, technical vocabulary</td>
<td>Survey, Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check what is presently running on the machine.</td>
<td>keyboarding</td>
<td>Mac Tour</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>read computer screen</td>
<td>Mac Tour</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>compare/contrast information on screen with control sheet, follow sequential, procedural directions</td>
<td>Reading Materials, Communication Materials</td>
<td>Survey</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Turn steam on - start machine.</td>
<td>keyboarding</td>
<td>Mac Tour</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>read computer screen</td>
<td>Reading Materials</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>compare/contrast information on screen with control sheet, follow sequential, procedural directions</td>
<td>Communication Materials</td>
<td>Survey</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check machine settings, speed and width.</td>
<td>standard measure, estimation, read gauges &amp; dials &amp; compare with standard</td>
<td>Measurement Materials, Math Materials, Reading Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjust winder and scray speeds.</td>
<td>estimation</td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Load rolls into cradle.</td>
<td>read and comprehend JSA</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Steam Frame Operator (contd)

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

Job Duties

Wear specific PPE (Personal Protective Equipment) during specified activities as stated in the Job Safety Analysis.

Any other responsibilities as assigned by Supervisor.

Educational Objectives

- read and comprehend JSA
- effective oral communication
- technical vocabulary

Curriculum

- Reading Materials
- Communication Materials
- Reading Materials

Assessment

- Quiz
- Survey

Outcome

- IEP

Critical

Skill

Frequency

Value

1 5

156
Job Title: Napper Operator

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

Job Duties
- Load rolls from staging table into cradle with assistance from finisher technician.
- Sew seams.
- Inspect cloth for bad seams, torn places, appearance, and quality.
- Re-sew bad seams and torn places that may potentially cause a tear-out.
- Adjust air guides.
- Start cloth onto "A" frame winder barrel and observe wind-up, making necessary adjustments to obtain uniform roll.
- Doff and relocate "A" frame - napper to napper.
- Doff, tag roll, and relocate "A" frame - napper to tenter staging area.

Educational Objectives
- read and comprehend JSA
- clear oral communication
- technical vocabulary
- follow sequential procedure
- compare and contrast
- cause and effect
- read numbers on form
- write numbers correctly onto tag

Curriculum
- Reading Materials
- Communication Materials
- Math Materials
- Communication Materials

Assessment
- Quiz
- Survey
- Locator/Quiz

Outcome
- IEP

Skill
Curriculum Assessment Outcome Duty Frequency Value
- Reading Materials Quiz IEP
- Communication Materials Survey IEP
- Math Materials Locator/Quiz IEP
- Communication Materials Survey IEP
Rapper Operator, Cont.

**Job Duties**

- Repair tear-outs with assistance from finisher technician.
- Keep certain production records as instructed by supervisor.
- Read, record, and re-set yardage counter clocks.
- Perform machine cleaning assigned by Supervisor.
- Maintain housekeeping standards as required.
- Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your Supervisor immediately.
- Report all accidents, no matter how minor, to supervisor.
- Responsible for run-time efficiency.

**Educational Objectives**

- Communication: read and comprehend JSA
- Writing: write and spell key technical words accurately on forms
- Math: transfer numbers, codes, dates and figures from equipment or written sources to forms
- Reading: read numbers from measuring clock
- Communication: appropriately record information on forms
- Reading: read and comprehend JSA
- Clear oral communication
- Arrange events sequentially

**Curriculum**

- Communication Materials
- Reading Materials
- Math Materials

**Assessment**

- Survey
- Quiz
- Locator/Quiz

**Outcome**

- IEP

---

**Critical Duty**

- Communication
- Reading
- Math
- Math
- Communication
- Clear oral communication
- Arranging events sequentially

**Skill**

- Reading
- Reading
- Reading

---

**Frequency**

- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP

**Value**

- 15
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

**Curriculum**
- Communication Materials
- Reading Materials

**Assessment**
- Survey
- Quiz

**Outcome**
- Communication Materials
- Survey

**Rating**
- IEP
- IEP

**Skill**
- Frequency

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161

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162
**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.

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

**Curriculum Materials:**  
- Communication Materials  
- Reading Materials  
- Math Materials

**Assessment:**  
- Survey  
- Quiz  
- Locator/Quiz

**Outcome:**  
- IEP
## Finisher Technician, Cont.

### Job Duties

- Assist operators in re-threading nappers.
- Compare finishes to napping standards and obtain file samples from each lot.
- Rotate breaks with operators to prevent downtime.
- Perform cleaning of "A" frames.
- Maintain housekeeping standards as required.
- Be constantly abreast of napper wire condition and inform supervisor when maintenance is needed.
- Keep certain production records as instructed by supervisor.
- Observe and obey all safety rules.

### Educational Objectives

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist operators in re-threading nappers.</td>
<td>clear oral communication</td>
<td>Communication Materials Survey</td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>read and interpret JSA following procedural directions</td>
<td>Reading Materials Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>compare and contrast product with set standards</td>
<td>Math Materials Locator/Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Compare finishes to napping standards and obtain file samples from each lot.</td>
<td>clear oral communication summarize essential information</td>
<td>Communication Materials Survey</td>
<td>IEP</td>
</tr>
<tr>
<td>Rotate breaks with operators to prevent downtime.</td>
<td>read and summarize JSA's</td>
<td>Reading Materials Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Perform cleaning of &quot;A&quot; frames.</td>
<td>read and summarize JSA's</td>
<td>Reading Materials Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Maintain housekeeping standards as required.</td>
<td>communication compare and contrast with set standards problem solving</td>
<td>Communication Materials Survey</td>
<td>IEP</td>
</tr>
<tr>
<td>Be constantly abreast of napper wire condition and inform supervisor when maintenance is needed.</td>
<td>read and record numbers, codes and dates appropriately on forms clear oral communication</td>
<td>Reading Materials Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Keep certain production records as instructed by supervisor.</td>
<td>read and comprehend JSA</td>
<td>Reading Materials Quiz</td>
<td>IEP</td>
</tr>
</tbody>
</table>
### Finisher Technician, Cont.

**Job Duties**
- Responsible for efficiency determined by number of passes.
- Report all accidents, no matter how minor, to supervisor.
- Responsible for reporting machine malfunctions to supervisor.
- Any other responsibilities assigned 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**

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty FrequencyValue</th>
</tr>
</thead>
<tbody>
<tr>
<td>clear oral communication</td>
<td>Communication Materials</td>
<td>Survey</td>
<td>IEP</td>
<td></td>
</tr>
<tr>
<td>arrange events sequentially</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
<td></td>
</tr>
<tr>
<td>clear oral communication</td>
<td>Communication Materials</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td>arrange events sequentially</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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</tr>
<tr>
<td></td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
<td></td>
</tr>
<tr>
<td>read and comprehend JSA</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
</tr>
<tr>
<td>communicate events sequentially</td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
<td></td>
</tr>
</tbody>
</table>
FINISHING PLANT
(Bleach Department)
**Job Title:** Plant Clerk I  
**Job Purpose:** To perform clerical duties for Bleach and Finishing Departments.

<table>
<thead>
<tr>
<th><strong>Job Duties</strong></th>
<th><strong>Educational Objectives</strong></th>
<th><strong>Curriculum</strong></th>
<th><strong>Assessment</strong></th>
<th><strong>Outcome</strong></th>
<th><strong>Crit. Duty Fre-Skill</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pick up, copy, and distribute finishing, dye, and bleach production reports.</td>
<td>Read department names and personnel names from reports.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
</tr>
</tbody>
</table>
| Add bleach and finishing production, and record on production board. | Transfer information accurately.  
Computation: +,-, *, /, %  
Calculator usage. | Math Materials  
Math Materials | Locator/Quiz | IEP | |
| Figure dye standard on dye mix sheets. | Computation: avg, +,-, *, /  
Record info accurately on forms. | Math Materials  
Forms | Locator/Quiz | IEP | |
| Check MEQ drain printouts against Greige handling sheets. | Compare and contrast.  
Read handling sheets. | Communication Materials  
Reading Materials | Survey  
Quiz | IEP | |
| File production sheets, printouts, and lot sheets. | Sequencing.  
Categorization.  
Read information from sheets. | Reading Materials  
Math Materials  
Reading Materials | Quiz  
Locator/Quiz  
Quiz | IEP | |
| Pick up and distribute mail. | Read personnel names on checks.  
Read information from catalogs.  
Clear oral communication.  
Clear written communication. | Reading Materials  
Reading Materials  
Communication Materials | Quiz  
Quiz  
Survey | IEP | |
| Pick up payroll checks and give to supervisor. | Write information accurately on forms.  
Read information from catalogs.  
Clear oral communication.  
Clear written communication. | Reading Materials  
Reading Materials  
Communication Materials | Quiz  
Quiz  
Survey | IEP | |
<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit.</th>
<th>Duty</th>
<th>Frequency</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drain micro-wands and MEQs as needed.</td>
<td>Follow sequential, procedural directions to enter #'s into keyboard.</td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Job Title:** Forklift Operator  
**Job Purpose:** To distribute cloth to assigned bleach ranges in correct amount and order. To use proper material handling techniques.

### Job Duties
- Checks forklift daily for proper operation. Prepares maintenance and safety checklist.
- Visibly inspects each roll carried to entry for damage or defects. Reports any damaged cloth immediately to supervisor. Initials each ticket verifying cloth condition.
- Keeps all greige storage racks and bays neat and orderly. Checks condition of racks for damages.
- 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.

### Educational Objectives
- Compare/contrast with standard.
- Read and summarize JSA.
- Read and enter written information on checklists.
- Compare/contrast with standard.  
  - Read ticket information.
- Compare/contrast with standard.  
  - Clear oral communication.
- Keep all greige storage racks and bays neat and orderly.  
  - Clear oral communication.
- Read and interpret JSA.
- Sequencing.
- Read written information and charts from control sheets.
- Compare/contrast with standard.  
  - Read and comprehend JSA.
- Sequencing.

### Curriculum
- Communication Materials
- Reading Materials
- MSDS Program
- Reading Materials

### Assessment
- Survey
- Quiz
- Survey
- Quiz
- Survey
- Quiz
- Quiz
- Locator/Quiz
- Quiz
- Quiz
- Locator/Quiz

### Outcome
- IEP
- IEP
- IEP
- 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

Curriculum
- Reading Materials
- Math Materials
- Reading Materials

Assessment
- Quiz
- Locator/Quiz
- Quiz

Outcome
- IEP
- IEP
- IEP

Crit. Duty Fre-
Skill

Task # FrequencyValue

Record numbers accurately on forms.
**Job Title:** Range Operator  
**Job Purpose:** To maintain the continuous bleaching operation on his/her machine, producing first quality cloth.

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

Curriculum: Reading Materials, Quiz, Communication Materials Survey, MS 
Assessment: Quiz, Locator/Quiz, Survey
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.

Tracks lot changes through bleach range.

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

Read and comprehend JSA
- Follow sequential procedural directions.
- Communicate orally with Entry and Delivery Operators.
- Estimate to raise/lower speed, temp, chemical release gauges.

**Curriculum**
- Reading Materials
- MSDS Program
- Measurement Materials
- Reading Materials
- Math Materials
- Reading Materials
- Math Materials
- Reading Materials
- MSDS Program

**Assessment**
- Quiz
- Locator/Quiz
- Quiz
- Quiz
- Quiz
- Locator/Quiz
- Quiz
- Locator/Quiz

**Outcome**
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
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.

<table>
<thead>
<tr>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty Frequency</th>
<th>Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read and summarize MSDS sheets.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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<td>Read and summarize JSA.</td>
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<td>Quiz</td>
<td>IEP</td>
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</tr>
<tr>
<td>Estimate to raise/lower chemical release gauges.</td>
<td>MSDS Program</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compare/contrast with prescribed bleaching standards.</td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimate to raise/lower temp, water flow, chemical flow gauges and dials.</td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow sequential procedural directions.</td>
<td>Math Materials</td>
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</tr>
<tr>
<td>Read and interpret JSA.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Read and outline charts and written information.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
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</table>
**Range Operator (cont.)**

**Job Duties**

<table>
<thead>
<tr>
<th>Task</th>
<th>Task Description</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Observes washers and compensators or rollers for proper tension and thread-ups.</td>
<td>Read and interpret JSA.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Transfers lot sheets to delivery end of machine.</td>
<td>Compare/contrast with prescribed tension standards.</td>
<td>MSDS Materials</td>
<td>Communication Materials</td>
<td>Survey</td>
</tr>
<tr>
<td></td>
<td>Reports quality, mechanical, and electrical problems to supervisor.</td>
<td>Write information in appropriate space on form.</td>
<td>Communication Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Monitors machine set-ups on computer for open-width and combo range. If any red alarms occur, corrects is possible. If not, notifies supervisor.</td>
<td>Orally communicate details of situation. Technical vocabulary.</td>
<td>Communication Materials</td>
<td>Survey</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monitors vacuum slots, reports any problems to the supervisor.</td>
<td>Read computer screen. Technical vocabulary. Interpret diagram. Clear oral communication.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Leads and assists all personnel assigned to machine in repairing breakouts and wrapups to insure proper thread-up of machine.</td>
<td>Compare and contrast with prescribed moisture standards. Clear oral communication.</td>
<td>Communication Materials</td>
<td>Survey</td>
<td></td>
</tr>
</tbody>
</table>

**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.
- Compare and contrast with prescribed moisture standards. Clear oral communication.
- Orally communicate with personnel. Follow sequential procedural directions. Problem solving.
- Read and interpret JSA.

**Curriculum**

- Reading Materials
- MSDS Materials
- Communication Materials
- Mac Tour
- Reading Materials
- Communication Materials
- Reading Materials
- Communication Materials
- Communication Materials
- Math Materials
- Problem Solving Materials

**Assessment**

- Quiz
- Survey
- Quiz
- Quiz
- Quiz
- Locator/Quiz
- Quiz

**Outcome**

- IEP
**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.

**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

**Assessment**
- Quiz
- Quiz
- Quiz
- Quiz
- Quiz
- Quiz
- Quiz

**Outcome**
- IEP
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- IEP

**Crit. Duty Fre.**

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<th>Task</th>
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**Skill**

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<th>IEP</th>
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**Communication**
Communicates orally with personnel.

**Communication Materials**
Survey

<table>
<thead>
<tr>
<th>Quiz</th>
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**Math Materials**
Locator/Quiz

**Technical vocabulary.**

<table>
<thead>
<tr>
<th>Reading Materials</th>
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<tr>
<th>Quiz</th>
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187
Range operator (can’t)

**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

**Assessment**
- Quiz

**Outcome**
- IEP

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<th>Crit.</th>
<th>Duty</th>
<th>Fre-</th>
<th>Skill</th>
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</tbody>
</table>
Job Title: Delivery Operator

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

Job Duties
Secures a-frames and places in position or keeps bin piles in proper place over white bin.
Makes changes in thread ups from bleachery to white bins.
Keeps proper amount of cloth in desize J box. Rings for singer operator to start and stop singer.

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.

Checks cloth for proper PH and absorbency. Notifies range operator if out of standards.

Educational Objectives
- Read and summarize JSA.
- Estimates and adjusts dial to speed/slow J-Box.
- Cause and effect.
- Clear oral communication.
- Signal interpretation.
- Follow sequential Procedural directions.
- Read and summarize JSA.
- Read and interpret schedule.
- 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.

Curriculum
- Reading Materials
- SDS Program
- Math Materials
- Communication Materials

Assessment
- Quiz
- Locator/Quiz
- Survey

Outcome
- IEP

Critical
- Reading Materials
- Quiz
- Communication Materials
- Survey
- IEP

Duty
- Math Materials
- Locator/Quiz
- Quiz
- IEP

Frequency
- Task #
- Value

Rating
- IEP

Skill
**Job Duties**
Completes all paperwork 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.

---

**Educational Objectives**
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.

**Curriculum**
Mac Tour

Math Materials

Reading Materials

Math Materials

Reading Materials

Reading Materials

Communication Materials

Reading Materials

MSDS Program

Math Materials

MSDS Program

Communication Materials

Communication Materials

Reading Materials

MSDS Program

Reading Materials

Quiz

Locator/Quiz

Quiz

Locator/Quiz

Quiz

IEP

IEP

IEP

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IEP
**Job Duties**
Assists in repairing breakouts, 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.

**Curriculum**
Communication Materials
Math Materials
Reading Materials
Math Materials
Reading Materials
Math Materials
Reading Materials
Reading Materials
MSDS Program

**Assessment**
Survey
Locator/Quiz
Quiz
Survey
Locator/Quiz
Quiz
Survey
Quiz

**Outcome**
IEP

**Crit. Duty Fre-Skill**

**Rating**

**Task # Frequency Value**

**IEP**
Delivery Operator (cont.)

**Job Duties**
Follows all safety policies and reports any unsafe conditions or acts to your supervisor immediately.

Any other responsibilities assigned by the supervisor.

**Educational Objectives**
- Read and summarize JSA.
- Clear oral communication.
- Communicate details.
- Clear oral communication.
- Technical vocabulary.

**Curriculum**
- Reading Materials
- Communication Materials
- Communication Materials
- Reading Materials

**Assessment**
- Quiz
- Survey
- Survey
- Quiz

**Outcome**
- 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.

**Job Duties**

<table>
<thead>
<tr>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Obtains control sheets and</strong></td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td><strong>keeps in proper sequence to be bleached.</strong></td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td><strong>Checks each roll to insure correct style, width, and mill for lot is assigned.</strong></td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td><strong>Marks beginning and end of each lot with lot number, style, or other special information.</strong></td>
<td>Communication Materials</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td><strong>Attaches Greige roll ticket to control sheet, stamps if necessary.</strong></td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td><strong>Scans roll tickets and control sheet with MEQ wand. Enters data into range control systems.</strong></td>
<td>Sequencing.</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
</tbody>
</table>

**Curriculum**

- Reading Materials
- Math Materials
- Communication Materials

**Assessment**

- Quiz
- Locator/Quiz
- Survey

**Outcome**

- 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/wrapups 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.**

#### Curriculum
- Reading Materials
- MSDS Program
- Communication Materials
- Problem Solving Materials
- Survey
- Communication Materials

#### Assessment
- Quiz
- Quiz
- Quiz
- Quiz
- Quiz
- Quiz
- Survey
- Quiz
- Locator/Quiz

#### Outcome
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
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.

<table>
<thead>
<tr>
<th>Educational Objectives</th>
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<th>Outcome</th>
<th>Duty</th>
<th>Frequency</th>
<th>Skill</th>
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<td>Read and summarize MSDS sheets.</td>
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<tr>
<td>Clear oral communication of events.</td>
<td>Reading Materials</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td>Technical vocabulary.</td>
<td>Communication Materials</td>
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</table>
FINISHING PLANT
(Dye Department)
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.

Job Duties
- Check line up for dyeing cloth. Verify that correct style and quantity is received at scray.
- Check other sections of the dye range to verify range is cleaned between color changes.
- Operate dye range at standard operating speeds. Any variation must be approved by supervisor.
- Coordinate with chemical mixer as to color changes, when a boil out for the dye pad is necessary, etc.
- Assist scray operator in unwrapping rolls.
- Observe cloth processed through machine to detect flaws such as holes and torn selvages. Also looks for lot and width changes.

Educational Objectives
- Clear interpretation of written and oral information.
- Math: +, -, estimation.
- Read and summarize JSA.
- Compare/contrast with standard
- Interpret written info from chart.
- Clear oral communication.
- Read and summarize JSA.
- Clear oral communication.
- Compare/contrast with prescribed standard.
- Estimation of measure.
- Standard measurement - width.

Curriculum
- Reading Materials
- Math Materials
- Reading Materials
- Communication Materials
- Reading Materials
- Communication Materials
- Reading Materials
- Communication Materials
- Math Materials
- Measurement Materials

Assessment
- Quiz
- Locator/Quiz
- Quiz
- Survey
- Quiz
- Survey
- Quiz
- Survey
- Locator/Quiz
- Locator/Quiz

Outcome
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- 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**

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Assessment</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Communication Materials</td>
<td>Survey</td>
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**Curriculum**

<table>
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<th>Math Materials</th>
<th>Reading Materials</th>
<th>Quiz</th>
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**Assessment**

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<th>Quiz</th>
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**Outcome**

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Dye Range Operator (cont.)

**Job Duties**

Other responsibilities are assigned by the supervisor.

- Assist all other machine operators whenever equipment is stopped so that all 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.
- 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.

**Educational Objectives**

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

**Curriculum**

- Communication Materials
- Reading Materials

**Assessment**

- Survey
- Quiz

**Outcome**

- IEP

**Crit. Duty Fre- Skill**

<table>
<thead>
<tr>
<th>Assessment</th>
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<tbody>
<tr>
<td>Survey</td>
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</tbody>
</table>

**Curriculum**

- Communication Materials
- Reading Materials
- Reading Materials
- Reading Materials
- Reading Materials
- Reading Materials
- Reading Materials
- Survey

**Educational Objectives**

- Read and summarize JSA.
- Read and summarize MSDS.

**Curriculum**

- Communication Materials
- Reading Materials
- Reading Materials
- Reading Materials
- Reading Materials
- Reading Materials
- Reading Materials
- Measurement Materials
- Math Materials
- Locator/Quiz
- Locator/Quiz
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.

Job Duties
- Verify control sheet and line-up order with range operator and/or supervisor.
- Adjust air guides at width changes.
- Doff roll at seam and get 6" shade patch.
- Inspect cloth constantly. Check for holes, dye spots, water spots, oil, grease, turned selvage or anything that can be considered a quality problem.

Educational Objectives
- Clear oral communication.
- Summarize written information - prose and charts.
- Read and summarize JSA.
- Measurement.
- Estimation.
- Compare/contrast with prescribed standard.
- Follow sequential, procedural directions.
- Standard measurement - length.
- Estimation.
- Compare/contrast with prescribed standard.

Curriculum
- Communication Materials
- Reading Materials
- Measurement Materials
- Math Materials
- Communication Materials
- Math Materials
- Communication Materials

Assessment
- Survey
- Quiz
- Quiz
- Locator/Quiz
- Locator/Quiz
- Survey
- Locator/Quiz
- Locator/Quiz
- 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.

---

**Educational Objectives**
Clear oral communication.
Follow sequential, procedural directions.
Technical vocabulary.
Context clues.

**Curriculum**
Communication Materials
Math Materials
Reading Materials
Reading Materials

**Assessment**
Survey
Locator/Quiz
Quiz
Quiz

**Outcome**
IEP
IEP
IEP
IEP

**Curriculum**
Communication Materials
Math Materials
Reading Materials
Reading Materials

Mac Tour

PC Skills (tab, kb, enter).

Enter written into appropriately on forms.

Clear oral communication.
Follow sequential, procedural directions.
Technical vocabulary.
Read and summarize JSA.

Follow sequential, procedural directions.

**Outcome**
IEP
IEP
IEP
IEP

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Survey
Locator/Quiz
IEP
IEP
IEP
IEP

IEP
IEP
IEP
IEP

IEP
### Job Duties

- **Dye/Range Delivery**
- **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.**

### 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 (context clues, details).**
- **Clear oral communication.**
- **Technical vocabulary.**

### Curriculum

- **Communication Materials**
- **Reading Materials**

### Assessment

- **Survey**
- **Quiz**

### Outcome

- **IEP**

### Skill

- **Frequency Value**

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<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency Value</th>
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</thead>
<tbody>
<tr>
<td>IEP</td>
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</table>

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217

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218
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

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Materials</td>
<td>Quiz</td>
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<td>MSDS Program</td>
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<td>Communication Materials</td>
<td>Quiz</td>
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<table>
<thead>
<tr>
<th>Rating Task #</th>
<th>Frequency Value</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tr>
</tbody>
</table>
**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.

### Job Duties

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

**Job Duties**
- Rings lot change up and records information on daily production report.
- Keeps cloth in air guides and selvages flat.
- Maintains dye level in pad and monitors pad settings.
- Coordinates leader rolls for color changes with range operator and tow motor driver.
- In the event of a wrap up or breakout, go to the problem area and assist in correcting the problem.
- Dumps dye pad and rinses with water while running leader roll. Calls for dye when needed.
- Assists in cleaning machine (steamer, dye pad, steam cans, red rays) as directed by supervisor through range operator.

**Educational Objectives**
- Estimation.
- Appropriately enter written information
- Read and summarize JSA.
- Interpret written info from chart.
- Clear oral communication.
- Clear oral communication.
- Clear oral communication.

**Curriculum**
- Math Materials
- Forms
- Reading Materials
- Communication Materials
- Communication Materials
- Reading Materials

**Assessment**
- Locator/Quiz
- Quiz
- Quiz
- Survey

**Outcome**
- IEP

**Crit. Duty**

<table>
<thead>
<tr>
<th>Task #</th>
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<tr>
<th>Frequency Value</th>
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</table>
### 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

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<thead>
<tr>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty Task</th>
<th>Frequency</th>
<th>Value</th>
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<tbody>
<tr>
<td>Clear oral communication.</td>
<td>Communication Materials</td>
<td>Survey</td>
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</tr>
<tr>
<td>Clear written information (write work order).</td>
<td>Reading Materials</td>
<td>Quiz</td>
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<tr>
<td>Technical vocabulary.</td>
<td>Reading Materials</td>
<td>Quiz</td>
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<td>Critical thinking.</td>
<td>Problem Solving Materials</td>
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<tr>
<td>Problem Solving.</td>
<td>Problem Solving Materials</td>
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<tr>
<td>Read and summarize JSA.</td>
<td>Reading Materials</td>
<td>Quiz</td>
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</tr>
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<td>Read and summarize JSA/MSDS.</td>
<td>Reading Materials</td>
<td>Quiz</td>
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<td>Quiz</td>
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</tbody>
</table>

**Curriculum**

- Communication Materials
- Reading Materials
- Problem Solving Materials
- Survey
- Quiz

**Assessment**

- Survey
- Quiz

**Outcome**

- 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.

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

#### Job Duties
- Records daily down time on all production machinery for all shifts and departments.
- Prepare weekly propane gas usage report.
- Prepare weekly P.V.A. report.
- Prepare weekly Maintenance Work Order report.

#### Educational Objectives

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
<th>Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records daily down time on all production machinery for all shifts and departments.</td>
<td>-</td>
<td>Organizing, Gathering information from forms, +,,-,x,/ Communication, Vocabulary</td>
</tr>
<tr>
<td>Prepare weekly propane gas usage report.</td>
<td>-</td>
<td>Forms - written communication, Compiling information from others Interpretation</td>
</tr>
<tr>
<td>Prepare weekly P.V.A. report.</td>
<td>-</td>
<td>Interpret information, Forms - written communication</td>
</tr>
<tr>
<td>Prepare weekly Maintenance Work Order report.</td>
<td>-</td>
<td>Compile/interpret information, Comparison, Drawing conclusions, Vocabulary</td>
</tr>
</tbody>
</table>

#### Curriculum

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Outcome</th>
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<tr>
<td>Locator/Quiz</td>
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<tr>
<td>Survey</td>
<td>24/25</td>
</tr>
<tr>
<td>Quiz</td>
<td>25 Word Test</td>
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<tr>
<td>Forms</td>
<td></td>
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<tr>
<td>Math Materials</td>
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<td>Communication Materials</td>
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<td>Reading Materials</td>
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<td>Vocabulary Program</td>
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<td>Forms</td>
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<td>Communication Materials</td>
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#### Assessment

<table>
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<th>Frequency</th>
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</thead>
<tbody>
<tr>
<td>Records daily down time on all production machinery for all shifts and departments.</td>
<td>-</td>
<td>Organizing, Gathering information from forms, +,,-,x,/ Communication, Vocabulary</td>
</tr>
<tr>
<td>Prepare weekly propane gas usage report.</td>
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<td>Forms - written communication, Compiling information from others Interpretation</td>
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<tr>
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<td>Interpret information, Forms - written communication</td>
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<td>Compile/interpret information, Comparison, Drawing conclusions, Vocabulary</td>
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</table>

#### Outcome

<table>
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<tr>
<th>Crit. Duty</th>
<th>Rating</th>
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<td>IEP</td>
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<td>Quiz</td>
<td>25 Word Test</td>
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<td>Forms</td>
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<td>Vocabulary Program</td>
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<td>Forms</td>
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<td>Communication Materials</td>
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<td>Reading Materials</td>
<td></td>
</tr>
<tr>
<td>Vocabulary Program</td>
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</tr>
</tbody>
</table>

#### Value
### Plant Clerk (cont.)

#### Job Duties
- Distributes and receives all mail for maintenance dept.
- Escorts all vendors in plant.
- Calls vendors for prices and orders.
- Maintains all maintenance files.
- Keeps up with weekly employee hours.
- Maintains M.S.D.S. book.

#### Educational Objectives
- Sorting
- Communication
- Sorting/Organizing
- Using system for ordering
- Vocabulary
- Sorting/organizing
- Reading Comprehension

#### Curriculum
- Communication Materials
- Math Materials
- Communication Materials
- Reading Materials
- Vocabulary Program
- Reading Comprehension

#### Assessment
- Survey
- Locator/Quiz
- Survey
- Quiz
- Quiz
- Quiz

#### Critical Duties
- Mixed frequencies

#### Frequency Value
- 24/25
- 24/25
- 24/25
- 24/25

#### Skill
- Math Materials
- Reading Materials
- Vocabulary Program
- Reading Materials
- Reading Materials

#### Outcome
- IEP
- IEP
- IEP
- IEP
- IEP

#### Duty
- Frequent

#### Task #
- 233
- 234
**Plant Clerk (cont.)**

**Job Duties**
- Ensures all requisitions follow proper procedures.
- Performs other clerical-secretarial duties as assigned by supervisors.
- Be aware of and abide by plant and job safety procedure.
- Report any unsafe conditions or acts immediately to supervisor.

**Educational Objectives**
- Sequence
- Filling out forms
- Writing skills
- Grammar
- Communication
- Proofreading
- Observation/interpretation
- Drawing conclusions
- Analysis

**Curriculum**
- Reading Materials
- Math Materials
- Communication Materials
- Reading Materials

**Assessment**
- Quiz
- Locator/Quiz
- Quiz
- Survey
- Quiz

**Outcome**
IEP
IEP
IEP
IEP
IEP

**Rating**

**Task # Frequency Value**

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235 236
**Job Title:** Instrument Technician

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

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<th><strong>Job Duties</strong></th>
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<th><strong>Outcome</strong></th>
<th><strong>Crit. Duty Frequency Value</strong></th>
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<td>Use various types of test equipment to diagnose and repair malfunctioning</td>
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<td>control systems on productive equipment. These instruments include</td>
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<td>Use and understand complicated blueprint, schematic diagrams and line</td>
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<td>Perform installation and maintenance of equipment such as level, temperature</td>
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### Instrument Technician (cont.)

#### Job Duties
- Install control equipment, tubing and wiring necessary to operate and maintain process controls.
- Perform calibration and routine maintenance, including periodic checks of level indication and control devices.
- Perform routine maintenance and reconditioning of electrically actuated pneumatic valves.
- Maintenance of plant process control computer systems including making backups of critical programs and routine programming modifications.

#### Educational Objectives

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#### Knowledge and Skills

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## 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

## Curriculum

- 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

## Assessment

- Survey
- Quiz
- Locator/Quiz
- Survey
- Quiz
- Locator/Quiz
- Quiz
- 25 Word test
- Locator/Quiz
- Locator/Quiz
- Quiz
- 25 Word Test
- Survey
- Survey
- Survey
- Survey

## Outcome

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## Crit. Duty Frequency Value

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**Instrument Technician** (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.

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**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 blueprint, schematic diagrams and line drawings to install and service power supplies and controls for both A.C. and D.C. electrical equipment.

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Analytical Thinking

Blueprint Reading

Schematic reading

Diagram reading/interpretation

Math - scale

Geometry

Visual (2D to 3D) thinking

Analysis

Problem solving

Electrical terms

Vocabulary

Safety

Sequence

Algebra
**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**

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<td>Breaking problems down to component parts</td>
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**Educational Objectives**

**Sequence**

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

**Written communication**

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

- Logical thinking
- Sequence

**Curriculum**

**Reading Materials**

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

**Assessment**

- Quiz
- Math Materials
- Survey
- Quiz
- Quiz
- Survey
- Quiz
- 25 Word Test
- Locator/Quiz
- Quiz
- Locator/Quiz
- Locator/Quiz
- IEP

**Outcome**

- IEP
- Locator/Quiz
- IEP

**Rating**

- IEP
- IEP
- IEP
- IEP

**Task #**

- 24/25
- IEP
- IEP
- IEP

**Frequency**

- Value

**Critical Duty**

- Fre-
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

Assessment

Outcome
IEP IEP IEP Survey IEP IEP IEP

Rating
IEP IEP IEP Survey IEP IEP IEP

Task Frequency
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**Educational Objectives**

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<th>Job Duties</th>
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<td>Be familiar with and abide by plant and job safety procedures.</td>
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<td>Be familiar with and abide by plant and departmental rules.</td>
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<td>Maintain housekeeping standards as required.</td>
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**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.

**Educational Objectives**
- Communication
- Cooperation
- Team building
- Vocabulary
- Creative thinking
- Analytical thinking
- Vocabulary
- Communication
- Decision-making
- Problem-solving
- Analytical thinking
- Creative thinking
- Critical thinking
- Logical thinking
- Cause & Effect
- Sequence
- Measurement
- Metric Conversion
- Algebra

**Curriculum**
- Communication Materials
- Communication Materials
- Communication Materials
- Problem Solving
- Reading Materials
- Vocabulary Program
- Problem Solving Materials
- Reading Materials
- Vocabulary Program
- Problem Solving Materials
- Math Materials
- Problem Solving Materials
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- Math Materials

**Assessment**
- Survey
- Survey
- Survey
- Quiz
- 25 Word Test
- Survey
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- 25 Word Test
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**Outcome**
- IEP
- 24/25
- 24/25

**Critical Duty**

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**Skill**

- Frequency

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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 component parts
- Application

**Curriculum**
- Forms
- Reading Materials
- Communication Materials
- Math Materials
- Measurement Materials
- Problem Solving Materials
- Survey

**Assessment**
- Quiz
- Math Materials
- Quiz
- Survey
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- Quiz
- Locator/Quiz
- Survey
- Locator/Quiz
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- 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

**Curriculum**
- Communication Materials
- Communication Materials
- Communication Materials
- Problem Solving
- Reading Materials
- Math Materials
- Problem Solving Material
- Reading Materials
- Math Materials
- Math Materials

**Assessment**
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- Survey
- Quiz
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- Locator/Quiz

**Outcome**
- IEP

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**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.
- Contact vendors to acquire parts for production equipment.
- Coordinate and plan work schedules and priorities.

**Educational Objectives**

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### Job Duties

Assist managers in scheduling downtime work in production equipment.

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

Be familiar with and abide by plant and departmental rules.

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

### Educational Objectives

**Communication**

**Planning**

**Ranking in priority order**

**Analytical thinking**

**Problem solving**

**Sequence**

**Safety**

**Reading Comprehension**

**Cause & Effect**

**Analysis**

**Synthesis**

**Creative thinking**

**Problem solving**

### Curriculum

**Communication Materials**

**Problem Solving Materials**

**Reading Materials**

**Math Materials**

**Reading Materials**

**Reading Materials**

**Math Materials**

**Communication Materials**

**Problem Solving Materials**

### Assessment

**Survey**

**Survey**

**Quiz**

**Quiz**

**Quiz**

**Quiz**

**Locator/Quiz**

**Quiz**

**Locator/Quiz**

**Survey**

**Survey**

### Outcome

**IEP**

**IEP**

**IEP**

**IEP**

**IEP**

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**IEP**
**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.

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<th>Job Duties</th>
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<td>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.</td>
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<td>Survey</td>
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<tr>
<td>Problem-solving</td>
<td>Communication Materials</td>
<td>Communication Materials</td>
<td>Survey</td>
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<tr>
<td>Analytical thinking</td>
<td>Communication Materials</td>
<td>Communication Materials</td>
<td>Survey</td>
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<td>Analytical thinking</td>
<td>Communication Materials</td>
<td>Communication Materials</td>
<td>Survey</td>
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<td>Creative thinking</td>
<td>Analytical thinking</td>
<td>Communication Materials</td>
<td>Survey</td>
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<tr>
<td>Critical thinking</td>
<td>Creative thinking</td>
<td>Communication Materials</td>
<td>Survey</td>
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<tr>
<td>Logical thinking</td>
<td>Critical thinking</td>
<td>Communication Materials</td>
<td>Survey</td>
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<tr>
<td>Cause &amp; Effect</td>
<td>Logical thinking</td>
<td>Communication Materials</td>
<td>Survey</td>
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<tr>
<td>Sequence</td>
<td>Logical thinking</td>
<td>Communication Materials</td>
<td>Survey</td>
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</tr>
<tr>
<td>Measurement</td>
<td>Cause &amp; Effect</td>
<td>Communication Materials</td>
<td>Survey</td>
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</tr>
<tr>
<td>Metric Conversion</td>
<td>Sequence</td>
<td>Communication Materials</td>
<td>Survey</td>
<td></td>
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<tr>
<td>Algebra</td>
<td>Measurement</td>
<td>Communication Materials</td>
<td>Survey</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
**Section Leader (cont.)**

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

<table>
<thead>
<tr>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designing forms</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Sequence</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Reading comprehension</td>
<td>Communication Materials</td>
<td>Survey</td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
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<tr>
<td>Planning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time management</td>
<td></td>
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</tr>
</tbody>
</table>

Specifies needed replacement equipment and parts.

| Vocabulary             | Reading Materials | Quiz | IEP |
| Sequence               | Reading Materials | Quiz | IEP |
| Measurement            | Math Materials    |      |     |
| Problem solving        | Measurement Materials | 25 Word Test | IEP |
| Metric conversion      | Problem Solving Materials |         | IEP |
| +.-x./                  | Math Materials    |      |     |

Aids in the training of craftsmen of lower classifications.

| Communication          | Communication Materials | Survey |         |
| Cooperation            | Communication Materials | Survey |         |
| Team building          | Communication Materials | Survey |         |
| Planning               | Problem Solving        | Survey |         |
| Sequence               | Reading Materials       | Survey |         |
| Breaking problems down to their component parts | Problem Solving | Survey |         |
| Application            | Word Problems          | Survey |         |
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.

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

**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
- Synthesis
- Creative thinking
- Problem solving

**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
- Problem Solving Materials
- Problem Solving Materials

**Assessment**

- Survey
- Survey
- Survey
- Quiz
- Locator/Quiz
- Survey
- Quiz
- Survey
- Locator/Quiz
- IEP
- IEP
- IEP

**Outcome**

- IEP
- IEP
- IEP

**Skill**

- Frequency Value

---

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<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be familiar with and abide by plant and job safety procedures.</td>
<td>Observe safety practices.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Be familiar with and abide by plant and departmental rules.</td>
<td>Reading Comprehension</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Cause &amp; Effect Analysis</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td></td>
<td>Sequence</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
</tbody>
</table>
**Job Title:** PVA Technician

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

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

**Job Duties**
Collects grab samples routinely from tanks and processes for analytical or quantitative analysis.

**Educational Objectives**
- Measurement/weights
- Sequence

**Curriculum**
- Measurement Materials
- Reading Materials
- Math Materials

**Assessment**
- Locator/Quiz
- Reading Materials
- Locater/Quiz

**Outcome**
- IEP
- Rating
- Duty
- Frequency

**Skill**
- Uses lab equipment such as refractometers to analyze sizing samples.

**Curriculum**
- Problem Solving Materials
- Math Materials

**Assessment**
- Survey
- Locator/Quiz

**Outcome**
- IEP
- Rating
- Duty
- Frequency

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

**Curriculum**
- Math Materials
- Reading Materials
- Problem Solving Materials

**Assessment**
- Locator/Quiz
- Survey

**Outcome**
- IEP
- Rating
- Duty
- Frequency

**Skill**
- Writing - filling out reports
- Weights/measurements
- Recordkeeping
- Reading indicators
- Algebra
- Trigonometry
- Percentages/gallons
- Problem solving
- Math - basic
- Metric measurement/conversion
### PVA 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
- Measurement Materials
- Measurement Materials
- Math Materials

#### Assessment
- Locator/Quiz
- Quiz
- Locator/Quiz
- Survey
- Locator/Quiz
- Locator/Quiz
- Locator/Quiz
- Locator/Quiz
- Locator/Quiz
- Locator/Quiz

#### Outcome
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
**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**

<table>
<thead>
<tr>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Duty</th>
<th>Fre-</th>
<th>Skill</th>
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</thead>
</table>

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.
**Job Duties**

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.

<table>
<thead>
<tr>
<th>Educational Objectives</th>
<th>Curriculum</th>
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<th>Outcome</th>
<th>Crit. Duty</th>
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**Rating Task # quencyValue**

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</tbody>
</table>

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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.

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.
Job Title: Utility Cleaner/Spare

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.

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.
Job Title: Plant Technician II

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

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update present and future plant layouts utilizing drafting procedures and CAD/CAM system.</td>
<td></td>
</tr>
<tr>
<td>Establish a &quot;scope of work&quot; for contractor bidding.</td>
<td></td>
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<tr>
<td>Handle day to day engineering requests.</td>
<td></td>
</tr>
<tr>
<td>Develop construction milestones and insure critical paths are updated as required.</td>
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<tr>
<td>Assist Maintenance Supervisors in performance of their duties as necessary.</td>
<td></td>
</tr>
</tbody>
</table>
**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 folded 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.

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

When running rolls, with the assistance of another operator, unwrap rolls, remove tie wires from polyethylene, and bag up.

Ensure roll ticket matches lineup and position roll tickets into end of shell. Keep lots separate.

Sew on rolls and remove defects, metal clips, resewing cloth. Take patches as instructed.

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.

### Educational Objectives
- Clear oral communication.
- Follow sequential, procedural directions.
- Technical vocabulary.
- Read written information from roll ticket
- Read and summarize JSA
- Compare/contrast with quality standard

### Curriculum
- Communic Materials
- Math Materials
- Reading Materials
- Reading Materials
- Reading Materials
- Communic Materials

### Assessment
- Locator/Quiz
- Survey
- Quiz
- Survey
- Quiz
- Quiz
- Quiz
- Quiz
- Survey

### Outcome Rating
- IEP
- IEP
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- IEP

### Task # Frequency
- IEP
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- IEP
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- 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 pad pressures within specifications.

#### Educational Objectives

<table>
<thead>
<tr>
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<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compare/contrast</td>
<td>Math Materials</td>
<td>Survey</td>
<td></td>
</tr>
<tr>
<td>Technical vocabulary</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Signal interpretation</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Read and summarize JSA</td>
<td>Communic Materials</td>
<td>Survey</td>
<td></td>
</tr>
<tr>
<td>Clear oral communication</td>
<td>Problem Solving Mater</td>
<td>Survey</td>
<td></td>
</tr>
<tr>
<td>Problem solving</td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Follow sequential, procedural directions</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Technical vocabulary</td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Check compensators for</td>
<td>Communic Materials</td>
<td>Survey</td>
<td></td>
</tr>
<tr>
<td>proper operation (half-travel).</td>
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</tbody>
</table>

#### Critical Duties

<table>
<thead>
<tr>
<th>Frequency Value</th>
<th>Fre</th>
<th>Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2</td>
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<td>3</td>
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</tbody>
</table>
### Tenter Finishing Inspector (cont.)

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

**Assessment**
- Survey
- Quiz

**Outcome**
- IEP

**Technical Vocabulary**

<table>
<thead>
<tr>
<th>Task #</th>
<th>Frequency/Value</th>
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<tbody>
<tr>
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</tbody>
</table>

**Curriculum**

**Technical Vocabulary**

**Assessment**

**Outcome**

**Technical Vocabulary**

**Assessment**

**Outcome**

**Technical Vocabulary**

**Assessment**

**Outcome**

**Technical Vocabulary**

**Assessment**

**Outcome**
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.

Educational Objectives

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communic Material</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td>Reading Material</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Technical vocabulary</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Material</td>
<td>Mac Tour</td>
<td>IEP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communic Materials</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td>Reading Material</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Technical vocabulary</td>
<td>Quiz</td>
<td>IEP</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Technical vocabulary</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
</tbody>
</table>
Job Duties
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.

Educational Objectives
Compare/contrast with prescribed standard. Appropriately send and interpret signals.

Curriculum
Communic Materials

Assessment
Survey

Outcome Rating

Task # Frequency Value
### Finishing Range Operator (cont.)

<table>
<thead>
<tr>
<th><strong>Job Duties</strong></th>
<th><strong>Educational Objectives</strong></th>
<th><strong>Curriculum</strong></th>
<th><strong>Assessment</strong></th>
<th><strong>Outcome</strong></th>
<th><strong>Crit Rating</strong></th>
<th><strong>Duty</strong></th>
<th><strong>Freq</strong></th>
<th><strong>Skill</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist scray operator in un-wrapping rolls.</td>
<td>Read and summarize JSA. Follow sequential, procedural directions.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Assist winder operator to wrap rolls and load shells.</td>
<td>Read and summarize JSA. Technical vocabulary. Follow sequential, procedural directions.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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</tr>
<tr>
<td>Coordinate weekly shut downs and start ups.</td>
<td>Clear oral communication Tech. vocabulary.</td>
<td>Communic Materials</td>
<td>Survey</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report needed service requirements to supervisor.</td>
<td>Clear oral communication Technical vocabulary.</td>
<td>Communic Materials</td>
<td>Survey</td>
<td>IEP</td>
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</tr>
<tr>
<td>Assist in changeovers and clean-ups.</td>
<td>Read and summarize JSA. Clear oral communication.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td></td>
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</tr>
<tr>
<td>Maintain range area in a clean and safe condition.</td>
<td>Read and summarize JSA. Reading Materials</td>
<td>Quiz</td>
<td></td>
<td>IEP</td>
<td></td>
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</tr>
<tr>
<td>Report any changes or improvements that may upgrade the safety conditions in the</td>
<td>Clear oral communication Technical vocabulary.</td>
<td>Communic Materials</td>
<td>Survey</td>
<td>IEP</td>
<td></td>
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<tr>
<td>work area and/or production areas.</td>
<td></td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
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<td></td>
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<td>25 Word Test</td>
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<td>IEP</td>
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<td>24/25</td>
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</tr>
</tbody>
</table>
Finishing Range Operator (cont.)

Job Duties
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.

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.

Follow proper procedure and safety rules when using tugger.

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

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.

Educational Objectives
Read and summarize JSA.
Compare/contrast with prescribed standard. Technical Vocabulary

Curriculum
Reading Materials
Reading Materials

Assessment
Quiz
Quiz

Outcome Rating
IEP
IEP

Crit. Duty Frequency Value

Task #
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 initialed 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.)
**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.

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty Skill Frequency Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive schedule.</td>
<td>Technical Vocabulary.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
<td>24/25</td>
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<tr>
<td></td>
<td>Interpreting schedules.</td>
<td>Vocabulary Program</td>
<td>25 Word test</td>
<td>IEP</td>
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<tr>
<td></td>
<td>Record information accurately.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td></td>
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<tr>
<td></td>
<td>Measurement.</td>
<td>Measurement Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
<td></td>
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</tr>
<tr>
<td>Give lot tickets to forklift operator.</td>
<td>Procedural directions.</td>
<td>Communication.</td>
<td>Survey</td>
<td>IEP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check for proper width, bow and bias. Make sure cloth (if printed) will enter calender face-up.</td>
<td>Procedural directions.</td>
<td>Observation.</td>
<td>Measurement.</td>
<td></td>
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</tr>
<tr>
<td>Unwrap polyethylene from rolls. Transfer into the cradel. Remove shells from cradle before transferring.</td>
<td>Procedural Directions.</td>
<td>Time Management.</td>
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<tr>
<td>Fill scray with cloth.</td>
<td>Decision Making.</td>
<td>Time Management.</td>
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</tbody>
</table>
## Educational Objectives

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

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### Calendar Operator (cont'd)

#### Educational Objectives

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Observation.</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Rating</th>
<th>Task Frequency</th>
<th>Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitor cloth temperature of cloth after it leaves electric heaters.</td>
<td>Procedural Directions.</td>
<td>Measurement Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
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<tr>
<td>Take samples for lab testing; reference lab sampling plan.</td>
<td>Observation.</td>
<td>Measurement.</td>
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<tr>
<td>Keep cloth in airguides.</td>
<td>Observation.</td>
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</tr>
<tr>
<td>Inspect cloth in scray for defects while range is running.</td>
<td>Observation.</td>
<td>Time Management.</td>
<td></td>
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<tr>
<td>Bundle waste cloth.</td>
<td>Procedural Directions.</td>
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</tr>
<tr>
<td>Stop winder to doff roll.</td>
<td>Procedural Directions.</td>
<td>Measurement Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
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<tr>
<td>Start winder and observe roll up.</td>
<td>Procedural Directions.</td>
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</tbody>
</table>
Calendar Operator (cont'd)

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

Prepare sample folder.

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

<table>
<thead>
<tr>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety, Procedural Directions.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Technical Vocabulary.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Organization, Technical Vocabulary, Procedural Directions.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Procedural Directions, Time Management, Safety.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
</tbody>
</table>
**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.

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

Assessment
Survey

Outcome

Rating

Task #

Frequency/Value

IEP
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.

Education Objectives

Record Info Accurately.
Procedural Directions.
Tec Vocabulary.

Communication.
Team Work.
Time Management.

Communication.
Record Info Accurately.
Decision Making.

Communication.
Decision Making.

Communication.
Decision Making.
Observation.

Curriculum

Reading Materials
Communication Materials
Problem Solving Materials

Assessment
Quiz
Survey
Survey

Outcome

Communication Materials
Survey
Communication Materials
Survey

Crit.

Communication Materials
Survey
Communication Materials
Survey

Duty

Communication Materials
Survey
Communication Materials
Survey

Frequency

Quiz
Survey
Survey

Skill

Quiz
Survey
Survey

Task #

Quiz
Survey
Survey

331

332
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 initialed 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.)
Finishing Delivery (contd)

**Job Duties**
Other responsibilities as assigned by the supervisor.

**Other responsibilities as assigned by the supervisor.**

**Educational Objectives**
- Procedural Directions.
- Time Management.
- Communication.
- Technical Vocabulary.

**Curriculum**
- Communication Materials
- Reading Materials

**Assessment**
- Survey
- Quiz

**Outcome**
- IEP

**Critical Rating**

**Duty Frequency Value**

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

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

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

Educational Objectives
- Communication.
- Team Work.
- Decision Making/Problem Solving.
- Procedural Directions.
- Safety.
- Technical Vocabulary.
- Reading Materials
- Quiz
- IEP

Survey

Survey

Survey

Survey
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.
Communication.
Interpret Schedules.

Curriculum
Reading Materials
Communication Materials
Reading Materials

Assessment
Quiz
Survey
Quiz

Outcome
IEP
IEP
IEP

Outcome Rating
IEP
IEP
IEP

Task #
Quiz
IEP
IEP

Frequency
24/25
IEP
IEP

614.4x798.7
### 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 dyepad 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.
- Reading Materials
- Math Materials

#### Curriculum
- Reading Materials

#### Assessment
- Locator/Quiz

#### Outcome
- IEP

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<thead>
<tr>
<th>Crit. Duty</th>
<th>Fre-</th>
<th>Skill</th>
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<td>Task</td>
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<td>Location</td>
<td>Quiz</td>
<td>IEP</td>
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<tr>
<td>Math</td>
<td>Locator/Quiz</td>
<td>IEP</td>
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<tr>
<td>Reading</td>
<td>Quiz</td>
<td>IEP</td>
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<td>Materials</td>
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<td>Quiz</td>
<td>Locator/Quiz</td>
<td>IEP</td>
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<tr>
<td>IEP</td>
<td>Locator/Quiz</td>
<td>IEP</td>
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</tbody>
</table>
**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

**Curriculum**
- Reading Materials
- Problem Solving Mat.
- Reading Materials
- Problem Solving Mat.
- Reading Materials
- Reading Materials
- Reading Materials

**Assessment**
- Quiz
- Survey
- Quiz
- Survey
- Quiz
- Quiz

**Outcome**
- IEP
- IEP
- IEP
- IEP
- IEP

**Duty**
- Frequency
- Skill

**Assessment Outcome**
- Rating
- Task Frequency Value

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency Value</th>
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<tbody>
<tr>
<td>IEP</td>
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</table>

341

342
GREIGE PLANT
(Weave Department)
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
- Patrol job, mark shift with stamp.
- Repair loom stops from front and rear of loom.
- Visual inspection of cloth defects and correcting defects.
- Clean various loom parts with brush, cloth or air hose.
- Discuss loom and weaving problems with weaver and supervisor.
- Maintain production and efficiency on assigned looms.
- Repair mechanical problems.
- Diagnose problems and apply corrective action.
- Check settings and make necessary adjustments on assigned looms.
- Keep looms lubricated and maintain proper oil levels.

Educational Objectives

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty Task #</th>
<th>Fre- quency</th>
<th>Skill Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrol job, mark shift with stamp.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td>Repair loom stops from front and rear</td>
<td>Problem Solving</td>
<td>PS Mats.</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td>Visual inspection of cloth defects</td>
<td>Vocabularly</td>
<td>TextDisk</td>
<td>TextDisk</td>
<td>IEP</td>
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<tr>
<td>Clean various loom parts with brush,</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>Survey</td>
<td>IEP</td>
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<td>cloth or air hose.</td>
<td>Problem Solving</td>
<td>PS Mats.</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td>Discuss loom and weaving problems</td>
<td>Vocabularly</td>
<td>TextDisk</td>
<td>TextDisk</td>
<td>IEP</td>
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<td>with weaver and supervisor.</td>
<td>Problem Solving</td>
<td>PS Mats.</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td>Maintain production and efficiency</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td>on assigned looms.</td>
<td>Problem Solving</td>
<td>PS Mats.</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td>Repair mechanical problems.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td>Diagnose problems and apply corrective</td>
<td>Vocabularly</td>
<td>TextDisk</td>
<td>TextDisk</td>
<td>IEP</td>
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<td>action.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td>Check settings and make necessary</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>Survey</td>
<td>IEP</td>
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<td>adjustments on assigned looms.</td>
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<tr>
<td>Keep looms lubricated and maintain</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>Survey</td>
<td>IEP</td>
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</table>
Loom Fixer (con't)

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty Task</th>
<th>Fre-Skill</th>
<th>Skill Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow up on machinery audits per shift upkeep.</td>
<td>Vocabulary</td>
<td>TextDisk</td>
<td>TestDisk</td>
<td>IEP</td>
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<tr>
<td>Follow preventive maintenance schedule on assigned upkeep.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td>Start loom after warp out or pattern change.</td>
<td>Vocabulary</td>
<td>TextDisk</td>
<td>TestDisk</td>
<td>IEP</td>
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</tr>
</tbody>
</table>
**Job Title:** Weaver  
**Job Purpose:** Weaving yarn from loom beams and filling packages into a first quality fabric.

**Job Duties**
- Repair loom stops front and rear of loom. Mark for cloth inspection.
- Visual inspection of cloth for defects while patrolling front of looms - correct defects or flag for fixer.
- While patrolling back of loom, observe yarn and area behind harness for conditions that cause loom stops and poor quality. Make necessary corrections.
- Clean various loom parts with brush, cloth or air hose.
- Discuss loom and weaving problems with mechanic or supervisor.
- Maintain expected production and machine efficiency on the assigned looms.

**Educational Objectives**
- JSA, Safety
- Problem Solving
- Vocabulary
- Problem Solving
- Problem Solving
- Problem Solving
- Communication
- JSA, Safety

**Curriculum**
- MSDS Program
- PS Mats.
- TextDisk
- PS Mats.
- MSDS Program
- PS Mats.
- Comm. Mats.
- MSDS Program

**Assessment**
- QUIZ
- Survey
- TestDisk
- Survey
- QUIZ
- Survey
- Survey
- QUIZ

**Outcome**
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP
- IEP

**Rating**

**Task #**

**Frequency**

**Skill**
**Job Title:** Filling Creeeler

**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.

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

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty Task</th>
<th>Fre- quency</th>
<th>Skill Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace accumulator on loom and return to shop area for repair.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
<td></td>
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</tr>
<tr>
<td>Repair loom stops from front and rear of loom.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
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<tr>
<td>Visual inspection of cloth defects and correcting defects.</td>
<td>Problem Solving</td>
<td>PS Mats.</td>
<td>Survey</td>
<td>IEP</td>
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</tr>
<tr>
<td>Clean various accumulator and loom parts with brush, cloth or air hose.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
<td></td>
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</tr>
<tr>
<td>Discuss loom and weaving problems with weaver, fixer and supervisor.</td>
<td>Problem Solving,</td>
<td>PS Mats.</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td>Communication</td>
<td>Comm. Mats.</td>
<td>Survey</td>
<td>IEP</td>
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<tr>
<td>Maintain production and efficiency on all looms.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
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<tr>
<td>Repair mechanical problems with accumulators, overhaul as necessary.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
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<tr>
<td>Diagnose problems and apply corrective action.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
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<tr>
<td>Check settings and make necessary adjustments on all looms.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
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<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty Task #</th>
<th>Frequency</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow up on machinery audit and recheck.</td>
<td>JSA, Safety</td>
<td>MSDS Program QUIZ</td>
<td>IEP</td>
<td></td>
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<tr>
<td>Follow preventive maintenance schedule.</td>
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</tbody>
</table>
Job Title: Tying-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.

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit.</th>
<th>Duty</th>
<th>Frequency</th>
<th>Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load tying-in machine on frame and tie ends-monitor closely to avoid singles, doubles, etc.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
<td></td>
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</tr>
<tr>
<td>Return machine to storage box and unload tying-in frame.</td>
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</tr>
<tr>
<td>Maintain equipment in efficient operating condition.</td>
<td>JSA, Safety, Problem Solving</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record work on warp board.</td>
<td>JSA, Safety</td>
<td>PS Mats.</td>
<td>Survey</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discuss problems with tying-in Operator or supervisor.</td>
<td>Problem Solving, Communication, Vocabulary</td>
<td>PS Mats., Comm. Mats., TextDisk</td>
<td>Survey, TestDisk</td>
<td>IEP</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform preventive maintenance and major repair to provide efficient operation of tying-in machine.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Job Title:** Tying-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.

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty Task #</th>
<th>Frequency</th>
<th>Skill Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load tying-in machine on frame and tie ends-monitor closely to avoid single, doubles, etc.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
<td>359</td>
<td>360</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Return machine to storage box and unload tying-in frame. Maintain equipment in efficient operating condition.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record work on warp board and machine log book.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discuss problems with tying-in fixer or supervisor.</td>
<td>Problem Solving, Communication</td>
<td>PS Mats., Comm. Mats.</td>
<td>Survey</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty Task</th>
<th>Frequency</th>
<th>Skill Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rework bad parts and maintain department parts in inventory.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repair loom stops from front and rear of loom.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual inspection of cloth defects and correcting defects.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean various loom parts with brush, cloth or air hose.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discuss loom and weaving problems with fixer and supervisor.</td>
<td>Problem Solving</td>
<td>PS Mats.</td>
<td>Survey</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance and efficiency on all looms.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repair mechanical problems.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diagnose problems and apply corrective action.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check settings and make necessary adjustments as required.</td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

361
Keep looms lubricated and maintain proper oil levels.

Follow up on machinery audits.

Control preventive maintenance schedule.
**Job Title:** Oiler (09-1313)

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

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain adequate lubricant supply. (Grease drums, etc.).</td>
<td></td>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
</tr>
<tr>
<td>Grease all appropriate areas.</td>
<td></td>
<td></td>
<td>IEP</td>
<td></td>
</tr>
<tr>
<td>Follow recommended schedule using electric pump type grease gun</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Use rag to wipe off excess grease or clean fittings.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discuss problems with fixer, weaver and/or supervisor.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change oil in looms.</td>
<td></td>
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</tr>
<tr>
<td>Oil all assigned red points with hand held oil cup.</td>
<td></td>
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</tr>
</tbody>
</table>
**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**
- Release cloth roll from loom onto cloth truck.
- Push roll of cloth to cloth room.
- Load cloth from cloth truck to cloth racks using hoist.
- Unload cloth in cloth room, load supply of empty rollers, and return to weave room.
- Discuss mechanical problems with fixer and/or supervisor.

<table>
<thead>
<tr>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty Task</th>
<th>Fre- quency</th>
<th>Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem Solving</td>
<td>PS Mats.</td>
<td>Survey</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td>Comm. Mats.</td>
<td>Survey</td>
<td>IEP</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Vocabulary</td>
<td>TextDisk</td>
<td>TestDisk</td>
<td>IEP</td>
<td></td>
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</tr>
</tbody>
</table>
**Job Title:** Loom Cleaner (09-2335)

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

**Job Duties**
- Spray loom parts with kermac 140 (pump type sprayer).
- Blow off loom with air hose and wipe with rag.

<table>
<thead>
<tr>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Crit. Rating</th>
<th>Duty</th>
<th>Frequency</th>
<th>Skill Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>JSA, Safety</td>
<td>MSDS Program</td>
<td>QUIZ</td>
<td>IEP</td>
<td>IEP</td>
<td>IEP</td>
<td>361</td>
<td></td>
</tr>
<tr>
<td>Vocabulary</td>
<td>TextDisk</td>
<td>TestDisk</td>
<td>IEP</td>
<td>IEP</td>
<td>IEP</td>
<td>371</td>
<td></td>
</tr>
</tbody>
</table>
Job Title: Warp Services (09-2333)

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

Job Duties

<table>
<thead>
<tr>
<th>Educational Objectives</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
<th>Skill</th>
</tr>
</thead>
</table>

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.

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)
Job Title: FORKLIFT OPERATOR (24-1332)

Job Purpose: 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.
- Clear oral communication.
- Compare/contrast with standard.
- Good oral communication.
- Sequencing.
- Keyboarding (tab, enter, read screen).
- Read and comprehend JSA.

Curriculum
- Communication Materials
- Communication Materials
- Communication Materials
- Communication Materials
- Reading Materials
- Math Materials
- Reading Materials
- MSDS Program

Assessment
- Survey
- Survey
- Survey
- Quiz
- Locator/Quiz
- Quiz

Outcome
- Survey
- Survey
- Survey
- Quiz
- IEP
- Quiz

Rating

Task #

Frequency

Skill
**Forklift Operator (cont.)**

**Job Duties**
- Drain wands at specified intervals per SOP's. Maintain Roll Movement Log per SOP's.
- 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.
- Any other responsibilities as assigned by supervisor.

**Educational Objectives**
- Write information in proper space on forms.
- Compare/contrast with standard.
- Good oral communication.
- Compare/contrast with standard.
- Good oral communication.
- Read and comprehend JSA.
- Compare/contrast with standard.
- Good oral communication.
- Read and comprehend JSA.

**Curriculum**
- Reading Materials
- Forms
- Communication Materials
- Communication Materials
- Reading Materials
- MSDS Program
- Communication Materials
- Communication Materials
- Reading Materials
- MSDS Program

**Assessment**
- Quiz
- Survey
- Survey
- Quiz
- IEP

**Outcome**
- IEP

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Rating</th>
<th>Task</th>
<th>Frequency Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEP</td>
<td></td>
<td></td>
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</tbody>
</table>
**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 Duties**

- Determines line-up for production at start of shift.
- Directs 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.

**Educational Objectives**

<table>
<thead>
<tr>
<th>Objective</th>
<th>Curriculum</th>
<th>Assessment</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpret, accurately, information on chart.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Communicate orally with operators.</td>
<td>Communication Materials</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td>Read and interpret SOP.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Follow sequential, procedural directions.</td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Estimation.</td>
<td>Math Materials</td>
<td></td>
<td>IEP</td>
</tr>
<tr>
<td>Read and interpret JSA &amp; MSDS.</td>
<td>Reading Materials</td>
<td>Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Compare &amp; contrast with standard.</td>
<td>Communication Materials</td>
<td>Survey</td>
<td>IEP</td>
</tr>
<tr>
<td>Follow sequential procedural directions.</td>
<td>Math Materials</td>
<td>Locator/Quiz</td>
<td>IEP</td>
</tr>
<tr>
<td>Effective oral communication.</td>
<td>Communication Materials</td>
<td></td>
<td>IEP</td>
</tr>
</tbody>
</table>
Steam Range Operator (cont.)

Job Duties
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.

Repairs break-outs as necessary with the assistance of the machine crew.

Writes work orders as needed to repair minor machine problems and notifies supervisor as soon as possible.

Insure machine downtime is kept to a minimum and production records are maintained properly.

Report any print defects to print machine operator or supervisor immediately.

Maintain housekeeping standards as required.

Educational Objectives
- Compare and contrast with standard.
- Follow sequential, procedural directions.
- Read and interpret JSA.
- Effective written communication.
- Technical vocabulary.
- Effective oral communication.
- Addition, subtraction, division and multiplication on calculator.
- Effective oral communication.
- Compare/contrast by standard.
- Read and interpret MSDS.
- Sequence according to priority.

Curriculum
- Communication Materials
- Math Materials
- Reading Materials
- MSDS Program

Assessment
- Survey
- Locator/Quiz
- Quiz
- IEP

Outcome
- Crit. Duty Frequency Value

Rating
- Task #
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 and abide by plant safety and job safety procedures, and report any unsafe conditions or acts immediately to supervisor.

**Educational Objectives**
Follow sequential, procedural directions.

**Curriculum**
Math Materials

**Assessment**
Locator/Quiz

**Outcome**
IEP

**Curriculum**
Communication Materials
Reading Materials
Reading Materials
MSDS Program

**Assessment**
Survey
Quiz
Quiz

**Outcome**
IEP
Job Title:

Job Purpose:

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, etc.
- Maintain accurate production records.

DELIVERY - STEAM RANGE (07-5351)

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.

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

Measurement Materials

Forms

Math Materials

Assessment

Quiz

Survey

Survey

Locator/Quiz

IEP

Outcome

IEP

IEP
Steam Range Operator (cont.)

**Job Duties**

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

Doff, wrap and tag rolls.

Pull color shop patches, lab patched, and other samples as required.

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.

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.

**Educational Objectives**

- **Educational Objectives**
  - Read and comprehend JSA.
  - Follow sequential, procedural directions.
  - Select appropriate tag.
  - Interpret information accurately and conscientiously.
  - Follow sequential, procedural directions.
  - Sequencing.

**Curriculum**

- Reading Materials
- MSDS Program
- Math Materials
- Reading Materials
- Math Materials
- Reading Materials
- Math Materials

**Assessment**

- Quiz
- Locator/Quiz
- Quiz
- Locator/Quiz
- Locator/Quiz

**Outcome**

- IEP
- IEP
- IEP
- IEP
- IEP

**Skill**

- Rating
- Task #
- Frequency Value
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 into machine. Remove defects that will cause quality problems or breakouts. 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 breakouts. Report excessive defects to supervisor immediately.
- Record lot number, roll number and cloth width on forms at scray. Record width on ticket take to 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.
- Follow procedural sequential directions.
- Sequencing.
- Communicate orally with operator.

Curriculum
- Reading Materials
- MSDS Program
- Communication Materials
- Forms
- Math Materials

Assessment
- Quiz
- Survey
- Locator/Quiz

Outcome
- IEP

Skill
- Communication Materials
- Communication Materials
- Communication Materials
- Communication Materials
- Communication Materials

Frequency
- BEST COPY AVAILABLE

Task

Rating
Inspector - Steam Range (cont.)

Job Duties
Maintain cloth in the guiders.
Follow cloth onto Ager at width changes or seams to ensure that bad print from creases are minimized.

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.

Inspect leader cloth for fitness for use before feeding into machine.

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.

Carry cloth tube and ticket to the exit end of machine.

Maintain housekeeping standards as required.

Educational Objectives
Read and understand JSA.
Read and understand JSA.
Communicate orally with supervisor.
Compare and contrast with standard.
Follow sequential, procedural directions.
Compare and contrast with standard.
Communicate orally with operator and supervisor.

Curriculum
Reading Materials
MSDS Program
Reading Materials
MSDS Program
Communication Materials
Communication Materials
Math Materials
Communication Materials
Communication Materials

Assessment
Quiz
Quiz
Survey
Survey
Locator/Quiz
Survey

Outcome
IEP
IEP
Survey
Survey
IEP
Survey

Crit. Duty Fre- Skill

392

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Job Title: CHEMICAL MIXER (07-5353)

Job Purpose: To obtain chemical supplies, from storage areas, 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.

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

<table>
<thead>
<tr>
<th>Educational Objectives</th>
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<th>Assessment</th>
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<td>Communicate with supervisor.</td>
<td>Communication Materials</td>
<td>Survey</td>
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<td>Read and interpret JSA.</td>
<td>Reading Materials</td>
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**BEST COPY AVAILABLE**