

Acme Coke
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Salaried Position Descriptions and Responsibilities
(Asst. Division Mgr./Asst. Superintendent)
Dated: Feb 1991

INTERLAKE, INC.
IRON AND STEEL DIVISION
CHICAGO PLANT

ASSISTANT SUPERINTENDENT - COKE PLANT

Position Objective

Directly control operations to insure that Company objectives are met in the production of metallurgical coke and by-products within strict adherence to the plant safety program and governmental regulations. Coordinate the maintenance of facilities and equipment with maintenance supervision.

Prime Duties/Responsibilities

1. Implement and enforce plant safety program through safety inspections and meetings - innovate safety improvements in all Coke Plant operating areas.
2. Coordinate with maintenance supervision the maintenance and repair of equipment and facilities so that such is accomplished in an efficient and expedient manner.
3. Direct General Foremen and Foremen to set goals and to insure the Coke Plant production objectives are met.
4. On daily basis, inspect Coke Plant facilities and implement appropriate action for any problem or hazard.
5. Insure for quality and quantity production of metallurgical coke and by-products within established goals and governmental regulations.

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1. On call 24 hours per day to handle Coke Plant operational and maintenance problems. e.g. gas leaks, breakdowns, etc.

2. Fills in for Coke Plant Superintendent during his time away from the plant. The Clean Air Act and the Benzene NESHAP have required ~~great~~ travel time ~~in~~ to protect Acme's interests, therefore, the Asst. Supt attended all the various meetings required - staff meetings, Supt. safety meetings, Cost-Ops meetings, Riverdale luncheon ~~and~~ meetings, etc. in addition to operating the plant.

3. Reviews safety performance of each operating department. Conducts inspections with department general foreman to uncover and correct safety problems. Ensures Acme Steel's Primary Safety Program is enforced.

4. Controls overtime in operating departments by directing the disposition of the plant workforce and scheduling work to be performed.

5. Trains and upgrades the skills of supervisors by encouraging education in supervisory skills at local universities, encouraging attendance at seminars and trade shows, and encouraging participation in Western States Blast Furnace and Coke Plant Association. Helps individuals prepare papers and presentations to various technical ~~and~~ organizations.

6. Active in Acme Steel's social programs - solicits for Crusade of Mercy & member of AARP (Employee Assistance Program) committee.

7. Maintains integrity of Acme Steel's Coke Plant assets by ensuring ^{conducting inspections and} compliance to the basic operating practices; ↑ planning refractory, mechanical, and electrical maintenance in the plant with the general foremen, shop, and various contractors. Gets guidance from purchasing department and ^{obtains} ~~gets~~ bids and recommends contractors, material, and repair methods.

8. Responsible for plant passing all government agency inspections: various EPA's, MWRD, Coast Guard, NRC, ~~etc.~~ OSHA, etc. Coke Plants are highly regulated, and Acme Steel's ~~Coke Plant~~ coke plant has not failed a regulatory inspection during the tenure of the present incumbent. Maintains good personal relations with inspectors.

9. Controls costs as directed by the Coke Plant Superintendent. Ensures manpower goals, inventory ~~goals~~ goals, and cost savings projects are accomplished in an economical manner; this is done ~~by~~ by frequent observations and inspections with the general foremen so timely corrections can be made if necessary. Sets goals for departments.

10. Conducts 5-day suspension hearings. Gathers data for grievances. Holds 2nd step hearings in the grievance procedure. Discusses and implements ~~decisions made in grievance matters~~ grievance matters with Employee Relations and Coke Plant Superintendent and implements decisions

11. Maintains the quality of coke, tar, light oil and liquid ammonium sulfate to Acme Steel's customers by monitoring the operating data for the Coke Plant and making changes in conditions and equipment in a timely manner to avoid problems with the customer.
12. Inspects material being considered for purchase by the coke plant - i.e. gas valves, ~~for~~ door frames, pumps, ~~ovens and~~ door extractors, heat exchangers, & other operating equipment, for quality and compatibility with Acme Steel's equipment.
13. Supervises 3 operating, general foreman, and, in the absence of the Superintendent, exercises oversight supervision of the coke plant maintenance department. Is involved with staff departments - purchasing, accounting, engineering, employee relations, quality control, environmental & hygiene, etc. for planning, inspecting, and meeting requirements of various programs and projects involving the coke plant. Presently, a major function is ~~reviewing prints~~ the Benzene NESHAAP - reviewing prints and ensuring that operations and construction proceed in an orderly manner.
14. Sets up training programs for supervisors and bargaining unit employees - mobile equipment training, Benzene NESHAAP training, respirator training, coke ovens training, etc.

15.

Reviews ^{and approves} all gas shutdowns and surges[↑] with the department general foreman. Conducts the safety meeting reviewing the procedure with maintenance, contractors, and other affected departments. Conducts the final walk around inspection of the job before it starts. Reviews and approves all other major shutdown procedures in the coke plant.

The Duties and Responsibilities of the Assistant Division Manager of the Coke Plant

1. Responsible for the day to day operation of the Coke Plant--planning maintenance, resolving production problems, etc. Maintains the integrity of Acme Steel's Coke Plant assets by ensuring compliance to the basic operating practices, conducting inspections, planning refractory, mechanical, and electrical maintenance with the area managers.
2. On call 24 hours per day to handle Coke Plant operational and maintenance problems, such as gas leaks, breakdowns, etc.
3. Fills in for the Coke Plant Division Manager during his time away from the Plant. Environmental issues, meetings at Riverdale, etc. consume parts of the Division Manager's time.
4. Meets with contractors to ensure they know the requirements of the jobs in the Coke Plant, inspects their work for quality, safety, and completeness.
5. Gathers information for engineering projects for the engineers. Plans the scope of work with the engineers, sets up the area of work from the operational perspective (purges, shutdowns, etc.), and supervises the performance of the work as it affects operations.
6. Reviews safety performance of each operating department. Conducts inspections with departmental area managers to uncover and correct safety hazards, with deadlines for the corrections.
7. Investigates all accidents and determines corrective actions and their deadlines.
8. Controls overtime in the departments by directing the disposition of the plant work force and scheduling the work to be performed.
9. Controls costs as directed by the Coke Plant Division Manager. Ensures manpower goals, inventory goals, and projects are accomplished in an economical manner. Sets goals for the Coke Plant departments to ensure their compliance with the profit plan.
10. Responsible for the plant passing all government agency inspections. These include city, state, and federal EPA's, OSHA, MWRD, US Coast Guard, etc. Coke plants are highly regulated, and Acme Steel has not failed a regulatory inspection during the tenure of the incumbent. Daily inspections are now required of the ovens emissions. Maintains good personal relations with agency inspectors.
11. Conducts 5-day suspension hearings. Gathers data for grievances and holds 2nd Step hearings in the grievance procedure. Discusses grievance matters with Human Relations and implements decisions.

Active w/ PLANE Co-op Partnership

ACME STEEL COMPANY
CHICAGO COKE PLANT

DATE: 02/18/91

COPIES TO:

TO: Jack Garzella

FROM: Dick O'Hearn

SUBJECT: The Duties and Responsibilities of the Assistant Superintendent
of the Coke Plant

1. On call 24 hours per day to handle Coke Plant operational and maintenance problems, such as gas leaks, breakdowns, etc.
2. Fills in for the Coke Plant Superintendent during his time away from the plant. The Clean Air Act and the Benzene NESHAAP have required travel time to protect Acme's interests, therefore, the Assistant Superintendent attended all the various meetings required, including staff meetings, Superintendent safety meetings, Cost-operations meetings, Riverdale luncheon meetings, etc. in addition to the operation of the plant.
3. Reviews safety performance of each operating department. Conducts inspections with department general foremen to uncover and correct safety hazards. Insures that Acme Steel's primary safety program is enforced.
4. Controls overtime in the operating departments by directing the disposition of the plant work force and scheduling the work to be performed.
5. Trains and upgrades the skills of supervisors by encouraging education in supervisory skills at local universities, encouraging attendance at seminars and trade shows and encouraging participation in the Western States Blast Furnace and the Coke Plant Association. Helps individuals prepare papers and presentations to various technical organizations.
6. Active in Acme Steel's social programs. A member of the ADAPT committee (employee assistance program) and solicits for the Crusade of Mercy.
7. Maintains the integrity of Acme Steel's Coke Plant assets by insuring compliance to the basic operating practices, conducting inspections, planning refractory, mechanical and electrical maintenance in the plant with the general foremen, the shop, and various contractors. With guidance from the engineering and purchasing departments, obtains bids and recommends contractors, materials, and repair methods.

8. Responsible for the plant passing all government agency inspections. These include city, state and federal E.P.A.'s, the Metropolitan Water Reclamation District, NRC, O.S.H.A., the Coast Guard, etc. Coke plants are highly regulated, and Acme Steel's coke plant has not failed a regulatory inspection during the tenure of present incumbent. Maintains good personal relations with inspectors.

9. Controls costs as directed by the Coke Plant superintendent. Insures manpower goals, inventory goals, and cost savings projects are accomplished in an economical manner. This is done by frequent observations and inspections with the general foremen, so timely corrections can be made, if necessary. Sets goals for the operating departments.

10. Conducts 5-day suspension hearings. Gathers data for grievances and holds 2nd step hearings in the grievance procedure. Discusses grievance matters with Employee Relations and the Coke Plant Superintendent and implements decisions.

11. Maintains the quality of coke, tar, light oil and liquid ammonium sulfate to Acme Steel's customers by monitoring the operating data for the Coke Plant. Makes changes in conditions and equipment in a timely manner to avoid problems with customers.

12. Inspects material being considered for purchase by the Coke Plant, such as gas valves, door frames, pumps, door extractors, heat exchangers and other operating equipment. These are inspected for quality and compatibility with Acme Steel's equipment.

13. Supervises (3) operating general foreman - General Foreman - Ovens, General Foreman - By-Products, and General Foreman - Coal Handling. In the absence of the Superintendent, exercises oversight supervision of the Coke Plant maintenance department. Is involved with staff departments, purchasing, accounting, engineering, employee relations, environmental and hygiene, etc. for planning, inspecting, and meeting requirements of various programs and projects involving the Coke Plant. Presently a major function is the Benzene NESHAP program, where reviewing prints and insuring that operations and construction proceed in an orderly manner.

14. Sets up training programs for supervisors and bargaining unit employees - mobile equipment training, Benzene NESHAP training, respirator training, coke ovens training, etc.

15. Reviews and approves gas shutdown and purge procedures with the department general foremen. Conducts the safety meeting to review procedures with maintenance, contractors, and other affected departments. Conducts the final walk around inspection of the job before it begins. Reviews and approves all other major shutdown procedures in the Coke Plant.