

Acme Coke
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Salaried Position Descriptions and Responsibilities
(Coal and Coke Handling)
Dated: Feb 1991

ACME STEEL COMPANY
CHICAGO COKE PLANT

DATE: 02/16/91

COPIES TO:

TO: JACK GARZELLA
FROM: TIM McGUIRE
SUBJECT: DUTIES AND RESPONSIBILITIES OF THE COAL HANDLING MAINTENANCE
FOREMAN

GENERAL RESPONSIBILITIES

RESPONSIBLE FOR PLANNING AND DIRECTING ALL COAL AND COKE HANDLING MAINTENANCE ACTIVITIES AT THE COKE PLANT. INCLUDING MAINTENANCE OF PLANT EQUIPMENT INVOLVING REPAIRS AND FABRICATING AND INSTALLING REPLACEMENT PARTS.

SUMMARY OF DUTIES

1. ASSIGN WORK AND ACTIVITIES TO (6) MECHANICAL TECHNICIANS, (2) BOILERMAKER-WELDERS, (3) CARPENTER-PAINTERS AND (2) OPERATION OILERS.
2. RESPONSIBLE FOR REPAIR AND INSTALLATION OF (32) CONVEYOR BELTS.
3. RESPONSIBLE FOR (2) COAL CRUSHING SYSTEMS AND REPAIRS.
4. FOR REPAIR, FABRICATION AND INSTALLATION OF CHUTES, WEAR PLATES AND SKIRTING ON CONVEYORS.
5. RESPONSIBLE FOR SPARE PARTS FOR REPAIRING CONVEYORS.
6. REPAIRS ON STRUCTURES OF CONVEYORS AND BUILDING.
7. REPAIRS AND INSTALLATION OF GEAR BOXES.
8. MAINTENANCE ON THE CAR DUMPING SYSTEM.
9. FABRICATION AND INSTALLATION OF MACHINES AND PULLEY DRIVE GUARDS AROUND MACHINERY.
10. MAINTENANCE ON ALL BEARINGS, PULLEYS AND COUPLINGS THROUGHOUT COAL AND COKE HANDLING.
11. LUBRICATION OF ALL COAL AND COKE SYSTEMS.
12. MAINTAIN ALL FIRE SYSTEM PROTECTION THROUGHOUT THE COAL AND COKE HANDLING AREA.

13. FABRICATE, REPAIR AND INSTALL ALL PIPING THROUGHOUT THE COAL AND COKE HANDLING AREA.
14. MAINTAIN ALL PUMPS IN THE COAL AND COKE HANDLING AREA.
15. FABRICATE, REPAIR AND INSTALL STAIRWAYS, STEPS AND PLATFORMS.
16. RESPONSIBLE FOR INSPECTION AND REPAIR FOR ALL OF COAL AND COKE HANDLING.
17. WORK WITH VENDORS TO KEEP CURRENT WITH NEW PRODUCTS AND EQUIPMENT FOR IMPROVED OPERATIONS AND FOR COST SAVINGS.
18. MAINTAIN EMPLOYEE RECORDS, SUCH AS WORK SCHEDULES AND RESPONSIBLE FOR INSTRUCTING EMPLOYEES.
19. RESPONSIBLE FOR SAFETY RECORDS, MEETINGS, CONTACTS, OBSERVATIONS AND M.S.D.S. TRAINING. WORK WITH EMPLOYEES DEVELOPING GOOD SAFETY HABITS.
20. ON CALL 24 HOURS A DAY FOR COAL AND COKE HANDLING DEPARTMENT, (SINCE ONE TURN MAINTENANCE CREW).
21. RESPONSIBLE FOR ROTATING WEEKENDS FOR MECHANICAL MAINTENANCE FOR THE ENTIRE COKE PLANT.
22. DIRECTS WORK CREWS DURING ABSENTEEISM DUE TO VACATIONS OR SICK LEAVE.
23. ATTEND MONTHLY BUDGET MEETINGS.
24. PERFORMS SPOT MAINTENANCE ON THE MOBILE EQUIPMENT.

Coke Ovens Maintenance Department

By Products Maintenance

1. Repair or replacement of COG system, Tar system, Flushing & Circulating Liquor systems, Mill Water system, Fire Hydrant system, Plant Air System and light Oil system.
2. Fabrication of piping and related equipment for all By Products systems.
3. Maintenance and replacement of 69 pumps in the By Products area.
4. Maintenance and replacement of the new NESHAP pumps and equipment.
5. Structural repairs or replacement of the By Products area equipment.
6. Maintenance and repair of the Coke Plant City Water system.
7. Maintenance and repair of the By Products Fire system.

ACME STEEL COMPANY
CHICAGO PLANT

02/16/91

TO: JACK GARZELLA
FROM: TONY PELLIGRINI
SUBJECT: THE DUTIES AND RESPONSIBILITIES OF THE BY-PRODUCTS
MAINTENANCE FOREMAN *SHIFT MANAGER*

GENERAL RESPONSIBILITIES

RESPONSIBLE FOR PLANNING DIRECTING ALL MAINTENANCE IN THE BY-PRODUCTS AREA. REPAIRS INVOLVING BY-PRODUCTS EQUIPMENT, PUMPS PIPING, TANKS AND OTHER APPARATUS IN THE BY-PRODUCTS AREA.

SUMMARY OF DUTIES

1. ASSIGNS WORK AND ACTIVITIES TO 8 MECHANICAL TECHNICIANS AND 1 CHERRY PICKER OPERATOR.
2. WORKS CLOSELY *WITH MECHANICAL PLANNING MANAGER* TO THE ~~GENERAL FOREMAN~~ IN PLANNING AND SCHEDULING WORK FOR THE BY-PRODUCTS DEPARTMENT.
3. SCHEDULE MAINTENANCE PERSONNEL IN MAINTAINING AND REPAIRING EQUIPMENT AND AUXILIARY UNITS IN THE BY-PRODUCTS AREA.
4. ASSIGNS WORK AND SUPERVISES THE ACTIVITIES OF THE MAINTENANCE PERSONNEL IN THE BY-PRODUCTS AREA *As*.
5. INSTALL NEW PUMPS. FABRICATE NEW PIPING FOR GAS MAIN, WATER PIPING, LIQUOR PIPING, STEAM PIPING AND TAR PIPING.
6. DIRECT OTHER CRAFTSMEN PERFORMING VARIOUS MAINTENANCE ASSIGNMENT IN THE BY-PRODUCTS AREA.
7. DIRECT WORK CREWS DURING SCHEDULED PLANT SHUTDOWNS AND WHEN AREA FOREMAN ARE ABSENT DUE TO VACATION OR SICK LEAVE.
8. ON CALL 24 HOUR PER DAY FOR EMERGENCY REPAIRS.
9. MAINTAINS SPARE PARTS INVENTORY FOR PIPING, VALVES AND FITTINGS, AND FOR PUMPS AND PUMP PARTS.

10. MAINTAINS EMPLOYEE RECORDS AND WORK SCHEDULES AND RESPONSIBLE FOR TRAINING AND INSTRUCTING EMPLOYEES IN METHODS AND TECHNIQUES OF MAINTENANCE WORK.
11. RESPONSIBLE FOR THE SAFETY PERFORMANCE OF THE MAINTENANCE EMPLOYEES IN BY-PRODUCTS.
12. HOLD GRIEVANCE MEETINGS AS REQUIRED.
13. ATTEND VARIOUS MANAGEMENT PLANNING MEETINGS.
14. REVIEWS MONTHLY BUDGET REPORTS.
15. RESPONSIBLE FOR THE TRAINING OF THE APPRENTICES.

INTERLAKE, INC.
IRON AND STEEL DIVISION
CHICAGO PLANT

GENERAL FOREMAN - COAL & COKE HANDLING

Position Objective

Responsible for the three turn supervision of all employees, equipment and operations necessary to the unloading, stocking, reclaiming, crushing, and blending of coking coals, and the operations necessary to receiving, transferring of coke from the coke batteries to the blast furnaces.

Prime Duties/Responsibilities

1. Implement and enforce plant safety program through inspections and meetings - innovate safety improvements in coal & coke handling areas. Oversee disciplinary and grievance matters in compliance with Company policy.
2. Assist in the establishment of procedures and sound operating practice that will produce high quality coke delivered to the blast furnace.
3. Correct abnormal conditions in a safe and timely manner.
4. Inspect and maintain coal and coke handling equipment and facilities.
5. Maintain housekeeping of coal and coke handling areas.

INTEROFFICE CORRESPONDENCE

Date: 02/15/91

Copies To:

To: Jack Garzella
From: Doug Podgorny
Subject: Coal and Coke Handling General Foreman
Objectives and Responsibility

Position Objective

Coordinate and control Coal Handling Department supervisors (1 salaried foreman and 2 hourly assistant foremen) activities relating to the stocking, reclaiming, and preparation of coals as well as the operations necessary to direct the disposition of production coke as necessitated by blast furnace demand.

Prime Duties/Responsibilities

- A. Implement and enforce plant safety programs.
 1. Review and update, as well as insure that new employees are properly indoctrinated.
 - 1a. Review foreman indoctrination check list.
 - 1b. Conduct personal tour of department noting specific areas of work.
 2. Insure supervisors are providing employees with pertinent safety activity via a daily review of meetings/contacts held.
 3. Conduct daily safety audit of hourly employees to determine effectiveness of supervisor safety activity.
 4. Conduct weekly audit of recorded foreman safety activity to insure Primary Safety Program requirements are met.
 5. Conduct weekly department inspections to review safety conditions, employee work procedures and housekeeping practices.
 6. Maintain documentation to support and substantiate requirements by government regulatory agencies.
 - 6a. OSHA requirements
 - 6b. MSDS training
 - 6c. Tar sludge training
 - 6d. Asbestos awareness

7. Daily review of all supervisors inspection reports to insure items requiring action are addressed in a timely manner.
 8. Review and update departmental JSA's.
 9. Attend weekly staff safety meeting with the plant superintendent, assistant superintendent, general foremen from the other departments and the safety director.
 10. Conduct weekly safety meeting with foremen.
 11. Continually evaluate the departments condition and work practices, innovating and making improvements where indicated.
- A. Operations: Coal preparation (9 hourly operators), coal handling (6 hourly operators), coke handling (4 hourly operators), tractor (3 hourly operators) and yard department (5 laborers).
1. Review coal preparation data.
 - a. Pulverization
 - b. Cubic Foot Weight
 - c. Bulk Density Oil usage
 - d. Mixer Weights
 2. Review coal handling data.
 - a. Cars received
 - b. Cars unloaded
 - c. Cars on hand
 - d. Trucks received
 3. Review mobile equipment operation hours to insure servicing at proper intervals.
 4. Review coke handling data.
 - a. Amount stored and reclaimed
 - b. Stability, hardness and moisture
 - c. Coke storage location amount on hand
- B. Monitor condition of coal storage piles.
1. Determine quantity on hand
 2. Direct machinery necessary to maintain piles in a usable manner.
- C. Insure implementation of desired coal blend changes as directed by the assistant superintendent.
- D. Insure foreman has coordinated daily maintenance with shop foreman.

- E. Organize, implement and control special projects as requested by superintendent and assistant superintendent.
 - 1. Tennessee breeze
 - 2. Torrence Avenue flood control berm
 - 3. Work affiliated with Benzene NESHAP
 - 4. Storage track repair
 - 5. Road patching
 - 6. Agency inspection preparation

- F. Insure adequate supply of bulk materials on hand to facilitate operations.
 - 1. Diesel fuel
 - 2. Bulk Density Oil
 - 3. Deicing salt
 - 4. Locomotive sand

- G. Insure stores are maintaining adequate supply of items necessary to facilitate departmental operations.
 - 1. Mobile equipment filters
 - 2. Lubrication oils
 - 3. Safety supplies
 - 4. Janitorial supplies

- H. Initiate necessary paperwork to acquire materials and equipment to facilitate departmental operations.
 - 1. Blanket orders
 - 2. Rental equipment
 - 3. Office supplies
 - 4. Business forms
 - 5. Miscellaneous operating supplies

- I. Assemble and maintain documentation necessary to record all departmental activities.
 - 1. Employee attendance and safety records
 - 2. Operators records
 - 3. Safety bulletins
 - 4. Communications with personnel department
 - 5. Budgeting for blanket order requests
 - 6. Purchasing information

- J. Schedule all departmental personnel (salaried & hourly) to provide coverage necessary to facilitate all departmental operations.

- K. Assist in the establishment of procedures and sound operating practice that will produce high quality coke delivered to the blast furnace.

- L. Insure abnormal conditions are corrected in a safe and timely manner.
- M. Insure plant housekeeping standards are met.
- N. Provide input necessary to facilitate operations.
 - 1. MRA program
 - 2. Operational budget
 - 3. Capital expenditure program
 - 4. Cost savings generation and implementation
- O. Attend and provide input at operations staff meetings.
 - 1. Weekly safety meeting
 - 2. Weekly staff meeting
 - 3. Engineer meetings
 - 4. Special meetings as required by superintendent and assistant superintendent
- P. On call 24 hours per day, 7 days per week, to assist in correcting abnormal conditions.
- Q. On call on a rotational basis to provide superintendent coverage on weekends.
- R. Insure departmental equipment and facilities are maintained.
- S. Insure departmental housekeeping standards are maintained.

INTERLAKE, INC.
IRON AND STEEL DIVISION
CHICAGO PLANT

TURN FOREMAN - COAL & COKE HANDLING

Position Objective

Supervise the stocking, reclaiming and preparation of coals. Insure that the coke batteries have the required tonnage daily. Direct the disposition of coke production from the coke batteries on a shift basis.

Prime Duties/Responsibilities

1. Implement and enforce plant safety program through inspections, contacts and meetings - innovate safety improvements in coal and coke handling areas.
2. Supervise the dumping of rail coals to stock pile insuring proper handling and stocking procedures are followed to eliminate unnecessary demurrage.
3. Monitor coal preparation plant ensuring proper blend and grind is maintained.
4. Coordinate coke movement ensuring timely delivery to blast furnace. Monitor stocking and reclaiming of coke.
5. Handle disciplinary and grievance matters in compliance with Company policy.

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Coal & Coke Foreman

Position Objective: Supervise the stocking, reclaiming, and preparation of coals, ensuring that the coke batteries have the required tonnage daily. The disposition of coke production from the coke batteries on a shift basis.

Prime Duties/Responsibilities:

1. Dumping of rail coals to stock pile, ensuring proper handling and stocking procedures are followed, eliminating unnecessary demurrage.
2. Monitor coal preparation plant, ensuring proper blend and grind is maintained.
3. Co-ordinate coke movement, ensuring timely delivery to blast furnace, monitoring stocking and reclaiming of coke.
4. Maintain necessary records, providing management with information required to enforce safety and personal performance.

INTEROFFICE CORRESPONDENCE

Date: 02/16/91

Copies To:

To: Jack Garzella
From: ~~Doug Podgorny~~
B. Downs
Subject: Coal and Coke Handling Turn Foreman
Objectives, Duties, and Responsibilities

Position Objective

Coordinate and control the activities relating to the stocking, reclaiming, and preparation of coals. Insure that the coke batteries have the required tonnage of properly prepared coal on a daily basis. Direct the disposition of coke production from the batteries as dictated by blast furnace demand. Coordinate and control the activities of the yard services to meet plant requirements.

Prime Duties and Responsibilities

A. Safety

1. Insure all department employees are properly orientated by providing them with our in depth "New Employee Orientation" program.
2. Coordinate on the job training or employee break-in and instructional training where necessary to assure the individuals proficiency.
3. Insure all department personnel are receiving the proper safety "awareness" information to meet the Acme Steel Primary Safety Program.
 - a. Each employee has a minimum of 1 safety meeting or contact on a weekly basis.
 - b. Each employee receives a minimum of one safety observation per month. *week*
4. Continually monitoring and reviewing department personnel as they perform their respective tasks pointing out unsafe behavior before an accident occurs. Apply disciplinary action when necessary.
5. Perform daily departmental inspections to specifically identify potential problem areas and provide a safe work environment.
 - a. Daily housekeeping inspection
 - b. Daily machine guard inspection
 - c. Weekly fire station inspection

11. Monitor truck traffic to insure that plant speed limit and stop signs are obeyed.

- d. Monthly fire extinguisher inspection
- e. Monthly tool inspection
- 6. Provide employees with specific training as required by government regulatory agencies.
 - a. MSDS training
 - b. Tar decanter sludge training
 - c. Asbestos awareness training
- 7. Ongoing responsibility to review current operating practice through JSA reviews and updates.
- 8. Responsible for providing the supporting documentation of the aforementioned activities.
 - a. Entries on monthly safety activity sheet
 - b. Entries on employee individual safety card
 - c. Provide the necessary "sign in sheets" associated with specific special training programs.
- 9. Attend monthly safety meeting with safety supervisor.
- 10. Provide a safe environment for maintenance personnel to effect repairs.

11.*
B. Operations

The present departmental requirements include ~~2~~² salaried foreman and ~~25~~ hourly assistant foremen providing ~~2~~ foremen per shift on a rotational basis.

Supervise plant personnel in the performance of their daily work activities to insure tasks are completed in a safe and timely manner.

Current coal preparation involves the supervision of 7 operators plus auxiliary labor to facilitate coal movement in a timely manner. Auxiliary labor consists of 8 additional personnel with extremes in weather conditions requiring an even higher labor concentration.

Coal unloading operation requires the supervision of 6 hourly employees. Coal received by truck requires additional supervision.

Coke handling operation requires the supervision of 4 hourly employees, 1 per turn on a 21 turn per week rotating basis. Additional labor is required on a semi daily basis to maintain housekeeping throughout

the wharf area and #4 coke belt. The wharf is monitored by the By-products department on the shifts that Coal and Coke personnel are non-scheduled (3/11 and 11/7).

Supervisors assign and supervise the yard labor pool to respective tasks within all plant departments.

Coordinate and control services provided by the plant tractor operators. We currently utilize 3 tractor operators on the 7/3 shift (a 992 tractor to facilitate movement of coke to and from storage, a wharf tractor to cover coke reclamation as well as various material movement for all plant departments, a forklift to unload trucks and provide lifts to all plant departments and a bobcat for miscellaneous plant clean up.) On the back turns (3/11 and 11/7) tractors currently cover all plant requirements for material movements as well as blast furnace demand.

Coordinate and control janitorial activities. 3 janitors on a rotational basis provide service to all plant offices, locker rooms, washrooms, gate house and first aid room on a daily basis.

Specific Operational Duties: Coal Preparation

1. Insure by daily inspection, monitoring and measurement that proper coal specifications are met.
 - a. Comparing actual coal pulverization (visual inspection) with the lab analysis.
 - b. Daily mixer machine gate inspection
 - c. Monitor Euclids to insure the proper type of coal is being reclaimed.
 - d. Monitor and adjust as needed B.D.O. application to achieve desired results.
 1. Bulk density requirement
 2. Coal "flowability"
 - e. Assign and monitor additional manpower where needed.
 - f. Continually monitoring the entire coal preparation operation, applying influence where needed.
 1. Directing maintenance where required as per inspection or operator feedback.
 2. Insuring each respective operator is performing safely and effectively meeting all required operational specifications.

- a. Euclid operators familiar with coals and proper machine operations.
- b. Stockhopper attendant to insure proper hopper blending where utilized.
- c. Mixer bin operator to insure proper coal goes to proper bin.
- d. Pulverizer operator to adjust ??? where necessary.
- e. Mixer operator to insure proper blending is being executed.
- f. Charging bin man to insure oven requirements for coal are met.
- g. Perform functions necessary to implement and control coal mix changes as directed by ~~General~~ *Area Manager* Foreman, Assistant Superintendent, or Superintendent.
- h. Coordinate and execute tar decanter sludge recovery operation.
- i. Implement experimental processes and/or special projects as directed by ~~General Foreman~~ *Area Manager*
 - 1. Tennessee breeze utilization
 - 2. Torrance Avenue flood control berm
 - 3. Scrap yard segregation
 - 4. Numerous tasks as called for all plant departments.
- j. Provide required documentation of coal preparation activities.
 - 1. Make necessary log entries.
 - 2. Assemble data and complete coal handling abnormal report.
 - 3. Record and monitor employee attendance.

Specific Operational Duties: Coal Receiving

- A. Identify any rail coal on hand.

I. Follow the "Coal Sampling Rate" for all coal received by barge, boat and R.R. car, and insure that the new coal is kept separated until the lab analysis results are confirmed.

1. Physical inspection of coal cars noting any preexisting damage and recording of the cars identification number.
2. Cross checking identification numbers against coal manifest.
3. Record car numbers in log for dumper operator to utilize for purposes of identification.

- B. Identify for Euclid operators proper piles to store respective coal.
- C. Insure all operators are performing in a safe and efficient manner.
- D. Provide motivation to personnel to insure unloading is accomplished in a safe and timely fashion.
- E. Monitor entire process and exert influence where necessary.
1. Adjusting flows to expedite coal unloading and minimize spillage (different coals have different flow rates).
 2. Insure Euclids are operating efficiently to minimize delays caused by a full stock out hopper.
- F. Receiving coal by truck.
1. Insure all drivers are following proper check in procedures.
 2. Insure all trucks are depositing material in a proper storage area.
- G. Keep proper documentation of coal unloaded and coal received by truck.
1. Coal unloading report
 2. Log entries
 3. Coal abnormal entries
- H. Monitor and record employee attendance.

Operations - * Coke Handling

- A. Monitor wharfman to insure proper moisture control procedures are being followed.
- B. Visually inspect coke to determine quality.
- C. Insure housekeeping is being kept up.

- D. Winter operation - insure coke salamanders are maintained and proper application of auxiliary heaters.
- E. Monitor and record employee attendance.

Operations - Tractors and Mobile Equipment

- A. Coordinate movement to service all plant requirements.
- B. Insure operators are performing required machine inspections, and *scheduled equipment servicing.*
- C. Contact maintenance for required repairs.
- D. Insure coke is being stocked or reclaimed in the proper manner, as the situation dictates.
- E. Monitor and record employee attendance.
- F. Tabulate and document equipment usage hours and direct equipment to be serviced at proper interval.

Operations - Janitors

- A. Insure satisfactory work performance.
 - 1. Spot inspections of facilities.
 - 2. Directing services to provide special projects as needed.
- B. Monitor and record employee attendance.

Operations - General

- A. Implement and control special projects as directed by ~~General Foreman~~. *Area Manager*
- B. Assist all plant department operation should need arise.
- C. Handle disciplinary and grievance matters in compliance with company policy.
- D. Indicate to maintenance department work required in all departmental areas on a daily basis.
- E. *Coordinate with contractor to insure that plant roadways are swept and that effective dust control measures are taken on un-paved roads*
- F. *Insure that all employees follow all Best Practices.*
- G.

ACME STEEL COMPANY
CHICAGO COKE PLANT

Date: 04/24/91

Copies To:
D. O'HEARN

TO: JACK GARZELLA

FROM: DOUG PODGORNÝ

Subject: DUTIES AND RESPONSIBILITIES -
CHARGING BIN MAN

1. OPERATES BELT CONVEYORS AND SCRAPER CONVEYOR TO FILL CHARGING BINS, ("Y", C-20, C-21, C-22 AND C-23 SCRAPER).
2. OBSERVES AND CHECKS VOLUME OF COAL AT THE BEGINNING OF EACH TURN AND PERIODICALLY AS REQUIRED TO PROVIDE INFORMATION TO CREW AND TO SUPERVISION AND ALSO TO GUARD AGAINST OVERFILL CONDITIONS.
3. OPERATES FLOP GATE OR CHAIN SCRAPER CONVEYOR TO DIRECT PREPARED BLEND TO PROPER BIN.
4. MONITORS FLOW OF COAL AND FREES JAMS AS THEY OCCUR. (DUE TO LOCATION OF CHARGE BINS - HIS RESPONSIBILITY IS FOR C-23 SCRAPER, TRANSFER OF C-21 TO C-22).
5. CLEANS SPILLAGE - C-22 CONVEYOR, TRANSFER HOUSES (C-21 TO C-22), (C-22 TO C-23) AND ALL LEVELS OF CHARGE BIN. KEEPS IMMEDIATE WORK AREA IN A CLEAN, SAFE AND ORDERLY CONDITION.
6. NOTIFIES SUPERVISION OF ABNORMAL OPERATIONS, EQUIPMENT NEEDING REPAIRS, ETC.
7. ASSISTS OTHER CREW MEMBERS IN DEPARTMENT CLEAN-UP AS DIRECTED BY SUPERVISION.

**ACME STEEL COMPANY
CHICAGO COKE PLANT**

Date: 04/23/91

Copies To:
D. O'HEARN

To: JACK GARZELLA

From: DOUG PODGORNÝ

Subject: DUTIES AND RESPONSIBILITIES -
STOCKHOPPER ATTENDANT

1. OPERATES SYSTEM TO MOVE COAL FROM RECLAIMER OR STOCK HOPPER TO PULVERIZER.
2. RECEIVES SIGNALS FROM MIXER BIN MAN AND RELAYS INFORMATION TO THE EUCLID OPERATORS.
3. INSURES PROPER COAL IS BEING RETURNED BY OBSERVING THE EUCLID OPERATOR.
4. INSURES PROPER SPACING ON BELT BETWEEN DIFFERENT COALS AS REQUIRED.
5. DIRECTS EUCLIDS FOR DEPOSITION OF MATERIAL IN PROPER GROUND HOPPER.
6. OPERATES VIBRATOR FEEDERS TO BLEND HOPPER COALS AS PER SUPERVISION DIRECTIONS.
7. FREES COAL STUCK IN RECLAIM HOPPERS, E-4 TO E-3 TRANSFER CHUTE AND AT THE HEAD END OF E-5.
8. CLEANS SPILLAGE ALONG CONVEYORS AND TRANSFER POINTS.
9. REPORTS ANY MALFUNCTIONS OF EQUIPMENT TO SUPERVISION.
10. KEEPS IMMEDIATE WORK AREA IN A CLEAN, SAFE AND ORDERLY CONDITION.
11. ASSISTS OTHER CREW MEMBERS IN DEPARTMENT CLEAN UP AS DIRECTED BY SUPERVISION.

**ACME STEEL COMPANY
CHICAGO COKE PLANT**

Date: 04/24/91

Copies To:
D. O'HEARN

To: JACK GARZELLA

From: DOUG PODGORNÝ

Subject: DUTIES AND RESPONSIBILITIES -
EUCLID OPERATOR AND EUCLID SERVICEMAN

EUCLID OPERATOR

1. OPERATES THE EUCLID EARTH MOVER TO TRANSPORT COAL TO AND FROM THE STOCK PILES.
2. PERFORMS PRE-OPERATIONAL INSPECTION OF THE MACHINE, THE TIRES, THE FLUIDS AND THE FUEL.
3. OPERATES MACHINES IN ACCORDANCE WITH SUPERVISORS DIRECTION (IE STOCK OUT OR RETRIEVE COAL, CUT PILE EDGED, RECLAIM FROM SPECIFIED AREA, COMPRESS PILE, ETC.).
4. RECEIVES DIRECTION FROM STOCKHOPPERS ATTENDANT TO RETRIEVE SPECIFIED TYPE OF COAL AND DEPOSITS SAME IN RECLAIM HOPPER IN A TIMELY MANNER.
5. NOTIFIES SUPERVISION OF ANY ABNORMAL OPERATING CONDITIONS AND REQUIRED REPAIRS AS NEEDED.
6. KEEPS MACHINE IN A CLEAN, SAFE AND ORDERLY CONDITION.
7. ASSISTS OTHER CREW MEMBERS IN DEPARTMENT CLEAN UP AS DIRECTED BY SUPERVISION.

EUCLID SERVICEMAN

1. PERFORMS REGULARLY SCHEDULED SERVICING ON ALL PLANT MOBILE EQUIPMENT (FILTER CHANGES, OIL CHANGES, LUBRICATION, ETC.) INCLUDING PORTABLE PLANT AIR COMPRESSOR, (4) EUCLIDS, (2) 950 PAYLOADERS, (1) 992 TRACTOR, (1) YARD FORKLIFT, (1) 375 CFM AIR COMPRESSOR, (1) BOBCAT AND (1) THOMAS SKID LOADER.
2. WILL REGULARLY TOP OFF ALL FLUIDS ON EUCLID SCRAPERS REQUIRED FOR THE DAYS SCHEDULED OPERATION.
3. OPERATES SKID LOADER, FORKLIFT OR TRACTOR TO FACILITATE PLANT OPERATION AND CLEAN UPS AS NECESSARY.

ACME STEEL COMPANY
CHICAGO COKE PLANT

Date: 04/24/91

Copies To:
D. O'HEARN

To: JACK GARZELLA

From: DOUG PODGORNÝ

Subject: DUTIES AND RESPONSIBILITIES -
PULVERIZER OPERATOR

1. OPERATES CAGE PAKTOR/HAMMERMILL SYSTEM TO PULVERIZE COAL.
2. STARTS AND STOPS CONVEYOR BELTS TRANSPORTING COAL TO HAMMERMILL/
CAGE PAKTOR (E-4,E-5,"S","T") AND "W" FROM THE HAMMERMILL/CAGE
PAKTOR.
3. SAMPLES COAL AFTER PULVERIZATION. WEIGHS COAL BEFORE AND AFTER
TREATING.
4. MAKES ADJUSTMENTS TO MILLS AS NEEDED TO GAIN DESIRED PULVERIZATION.
5. MONITORS OIL ADDITION TO COAL AT HEAD END OF "T" BELT.
6. RESPONSIBLE TO FREE UP ANY COAL JAMS OCCURRING IN THE PULVERIZER
BUILDING, HEAD END OF "T" BELT, RESPECTIVE SYSTEM SURGE BINS, BY-
PASSES, TRANSFER CHUTES AND CAGE PAKTOR OR HAMMERMILL ITSELF.
(THESE OCCUR WITH INCREASING FREQUENCY AS WEATHER CONDITIONS
DICTATE).
7. CLEANS COAL AND CARRYING CONVEYORS THROUGHOUT THE PULVERIZER
BUILDING.
8. REMOVES TRAMP METAL FROM MAGNET.
9. REMOVES TRAMP METAL FROM "A" BELT.
10. CONTINUALLY INSPECTS AND MONITORS CONDITIONS AND OPERATION OF
CHUTES, BELTS AND MILLS INDICATING POTENTIAL PROBLEMS (MAINTENANCE
OR OPERATING) BEFORE THEY OCCUR.
11. WASHES "W" PIT AFTER COAL REQUIREMENTS ARE MET.
12. SWEEPS AND KEEPS IMMEDIATE WORK AREA IN A CLEAN, SAFE AND ORDERLY
CONDITION.
13. ASSISTS OTHER CREW MEMBERS IN DEPARTMENT. CLEAN UP AS DIRECTED BY
SUPERVISION.

ACME STEEL COMPANY
CHICAGO COKE PLANT

Date: 04/24/91

Copies To:
D. O'HEARN

To: JACK GARZELLA

From: DOUG PODGORNÝ

Subject: DUTIES AND RESPONSIBILITIES -
LOCOMOTIVE OPERATOR

1. OPERATES REMOTE CONTROLLED DIESEL LOCOMOTIVE TO MOVE RAIL CARS FROM #40 TRACK TO THE COAL DUMPER.
2. OPERATES SWITCH TO FACILITATE MOVEMENT REQUIRED IN #1.
3. COORDINATES WITH DUMPER OPERATOR TO POSITION CAR IN THE DUMPER.
4. COORDINATES WITH DUMPER OPERATOR TO REMOVE "EMPTIES" FROM DUMPER STATION.
5. COUPLES AND UNCOUPLES CARS AS REQUIRED TO PERFORM JOBS #1-#4.
6. OPERATES LOCOMOTIVE IN ACCORDANCE WITH PLANT SAFETY RULES.
7. PERFORMS PRE-OPERATIONAL CHECK LIST OF EQUIPMENT.
8. REPORTS AND MALFUNCTIONS TO SUPERVISION.
9. REFUELS ENGINE, SERVICES RADIATOR, OILS AND SANDERS.
10. CLEANS SWITCHES AS REQUIRED - THAWS AND SALTS AS WEATHER DICTATES.
11. ASSIST BREAKING FROZEN LUMPS AS WEATHER DICTATES.
12. ASSISTS IN RE-RAILING OF ROLLING STOCK IF WITHIN THE SCOPE OF PLANT RESOURCES.
13. KEEPS EQUIPMENT AND IMMEDIATE WORK AREA IN A CLEAN, SAFE AND ORDERLY CONDITION.
14. OPERATES SKID LOADER, FORKLIFT AND TRACTORS TO FACILITATE PLANT OPERATORS AND CLEAN-UP AS DIRECTED BY SUPERVISION.

ACME STEEL COMPANY
CHICAGO COKE PLANT

Date: 04/24/91

Copies To:
D. O'HEARN

To: JACK GARZELLA

From: DOUG PODGORNÝ

Subject: DUTIES AND RESPONSIBILITIES -
TRACTOR OPERATOR

1. RECLAIMS STOCK COKE, TO FILL IN VOIDS CREATED BY OVENS PUSHING SCHEDULE AND INSURES BLAST FURNACE COKE REQUIREMENTS ARE MET.
2. MOVES COKE FROM STOCK AREA TO STORAGE AREA AS DICTATED BY OPERATIONS.
3. INSURES PROPER AMOUNT OF COKE (FROM STORAGE) LOCATED NEAR RECLAIM SYSTEM AS OPERATIONS DICTATE.
4. PROVIDES MEANS FOR OVENS TO CONTINUE OPERATIONS DURING UNPLANNED OR UNANTICIPATED MAINTENANCE OUTAGES OCCURRING AT THE WHARF.
5. MAINTAINS PLANT ROADWAYS (UNPAVED) IN A SAFE CONDITION.
6. PROVIDES AUXILIARY SERVICES TO ALL PLANT DEPARTMENTS. CLEANS OVENS PUSHER PADS, CLEANS OVENS DRAG BACK, CLEANS QUENCH TRACK AND ADJACENT AREAS. FACILITATES SCRAP REMOVAL THROUGH THE PLANT - MOVES ACCUMULATED MATERIAL THROUGHOUT THE PLANT (IE OVENS, NORTH AND SOUTH ENDS, BY-PRODUCTS NAPTHELENE BAYS, HANDLES TAR DECANTER SLUDGE RECOVERY AND RE-UTILIZATION AND OTHER MISCELLANEOUS TASKS.
7. FACILITATES MATERIAL RECOVERY THROUGHOUT THE COAL PREPARATION AREAS.
8. ASSISTING IN THE CREATION OF PROPERLY COMPACTED STORAGE PILES FOR THE COAL RECEIVED BY TRUCK.
9. OPERATES FORKLIFT TO SERVICE MATERIAL RECEIVED, ALSO MATERIAL MOVEMENT THROUGHOUT PLANT.
10. PRE-OPERATION CHECKLIST OF MACHINE. TOPS OF FLUIDS, LUBRICATES MACHINE (EACH SHIFT).
11. MAINTAINS EQUIPMENT IN A SAFE ORDERLY CONDITION.
12. ASSISTS WHARFMAN IN HOUSEKEEPING OF WORK AREA.
13. AIDS IN ALL PLANT CLEAN-UP OPERATIONS.

ACME STEEL COMPANY
CHICAGO COKE PLANT

Date: 04/24/91

Copies To:
D. O'HEARN

To: JACK GARZELLA

From: DOUG PODGORNÝ

Subject: DUTIES AND RESPONSIBILITIES -
LABORERS

1. WORKS AS DIRECTED BY SUPERVISION TO FACILITATE PLANT OPERATIONS, MAINTAINS PLANT HOUSEKEEPING IN COMMON AREAS, ASSISTS OPERATORS AND MAINTENANCE DEPARTMENT WHEN NEEDED AND WORK ON SPECIAL PROJECTS AS NEEDED.
2. A MAJORITY OF THE CURRENT PLANT LABOR FORCE (4) IS UTILIZED BY THE COAL PREPARATION OPERATION. DUE TO THE LOGISTICS INVOLVED, THE NUMBER OF CONVEYOR SYSTEMS (10, PLUS 6 MIXER BELTS), AND THE NUMBER OF CRITICAL TRANSFER POINTS (9, PLUS 3 MIXER RIFFLE CHUTES), IT IS VIRTUALLY IMPOSSIBLE TO HAVE THE (5) STATIONED COAL PREP OPERATORS MONITOR THE TOTAL OPERATION. EVEN UNDER THE BEST OF WEATHER CONDITIONS, THE SERVICES OF AN ADDITIONAL MAN IS FREQUENTLY REQUIRED TO ASSIST THE MIXER OPERATOR, AS ALL JAMS IN THE BIN TO DELIVERY CHUTE MUST BE MANUALLY MOVED. PERIODS OF PRECIPITATION HAVE REQUIRED THE STATIONING OF ADDITIONAL MANPOWER AT THE E-5 TO "S" TRANSFER AND THE "S" TO "T" TRANSFER, BOTH OF WHICH ARE OPEN TO THE ELEMENTS AND LOCATED A CONSIDERABLE DISTANCE FROM ANY STATIONED OPERATORS MAIN AREA OF RESPONSIBILITY.
3. RECENT TIMES HAVE MADE THIS PLANT THE RECIPIENT OF NUMEROUS VISITS BY OUTSIDE GOVERNMENTAL AGENCIES AND OTHER INTERESTED PARTIES. THERE IS NO INDICATION THAT THE TREND WILL CEASE DURING THESE LEAN ECONOMIC TIMES AND IT IS STILL IMPORTANT THAT WE MAINTAIN THE PLANT COMMON AREAS. THIS WORK IS PERFORMED ON A REGULAR BASIS BY THE LABOR POOL AND ADDITIONAL MANPOWER PROVIDED WHEN THERE IS NO COAL ON HAND IN RAIL CARS, BY THE DUMPER CREW.
4. THROUGH SEVERAL REDUCTIONS AND JOB ELIMINATIONS, OUR WHARF OPERATION HAS BEEN REDUCED FROM 8.4 REQUIRED TO 4.2 REQUIRED STATIONED POSITIONS. ESSENTIALLY, THE RESPONSIBILITY TO MAINTAIN THE WHARF AREA OTHER THAN #1 COKE BELT HAS FALLEN TO THE DUMPER PERSONNEL WHEN THERE IS NO COAL AVAILABLE, SUPPLEMENTED BY ANY AVAILABLE LABORER FROM THE LABOR POOL, AS CONDITIONS AFFECTING COAL PREP OPERATIONS ALLOW. THESE AREAS INCLUDE THE TRANSFER FROM #1 BELT TO #3 BELT, #3 BELT RETURN SIDE, TAIL END OF #4 BELT AND #4 BELT TO THE TOP OF THE RIVER INCLINE BEND PULLEY.
5. LABOR FORCE IS UTILIZED TO FILL VACATIONS AND OTHER TEMPORARY VACANCIES IN PLANT OPERATING DEPARTMENTS.
6. ASSISTS IN THE PROCESS OF RECLAIMING TAR DECANTER SLUDGE.

ACME STEEL COMPANY
CHICAGO COKE PLANT

Date: 04/24/91

Copies To:
D. O'HEARN

To: JACK GARZELLA

From: DOUG PODGORNÝ

Subject: DUTIES AND RESPONSIBILITIES -
MIXERMAN

1. OPERATE MIXER MACHINES AND "Y" BELT.
2. WEIGHS EACH RESPECTIVE COAL BEING BLENDED, RECORDS WEIGHTS, NOTIFIES SUPERVISOR OF ABNORMALITIES.
3. AS DIRECTED BY SUPERVISOR, OPERATES CONTROLS ON GATES TO BLEND SPECIFIED QUANTITIES OF VARIOUS TYPES OR GRADES OF COAL IN PROPER SITUATIONS.
4. INSURES PROPER OPERATION OF ALL MIXER MACHINE INTERLOCKS.
5. MONITORS FLOW OF MATERIAL ONTO "Y" BELT - MANUALLY FREES ANY MATERIAL NOT FLOWING FROM ITS RESPECTIVE BIN. (THIS ACTIVITY IS ALMOST CONSTANT WHEN MOISTURE IS ELEVATED).
6. CLEANS AND INSPECTS TRANSFER CHUTE FROM "Y" TO C-20 AND C-20 TO C-21. ALSO BLENDING PADDLES ON "Y" BELT.
7. CLEANS UP SPILLAGE AND DEBRIS AROUND MIXER MACHINES, CONVEYORS ("Y" - C-20) AND CHUTES.
8. CONTINUALLY INSPECTS AND MONITORS MACHINE OPERATORS AND EQUIPMENT, INFORMING SUPERVISION OF ABNORMAL CONDITIONS.
9. KEEPS WORK AREA IN A CLEAN, SAFE AND ORDERLY MANNER.
10. ASSISTS OTHER CREW MEMBERS IN DEPARTMENT CLEAN-UP AS DIRECTED BY SUPERVISION.

ACME STEEL COMPANY
CHICAGO COKE PLANT

Date: 04/26/91

Copies To:
D. O'HEARN

To: JACK GARZELLA

From: DOUG PODGORNÝ

Subject: DUTIES AND RESPONSIBILITIES -
GRINDING CREW (RELIEF #1 AND #2)

#1 RELIEF - 2 DAYS/WEEK PERFORMS PULVERIZER OPERATOR
2 DAYS/WEEK PERFORMS MIXER OPERATOR
1 DAY/WEEK PERFORMS STOCKHOPPER ATTENDANT

#2 RELIEF - 2 DAYS/WEEK PERFORMS MIXER BIN MAN
2 DAYS/WEEK PERFORMS CHARGING BIN MAN
1 DAY/WEEK PERFORMS STOCKHOPPER ATTENDANT

ACME STEEL COMPANY
CHICAGO COKE PLANT

Date: 04/24/91

Copies To:
D. O'HEARN

To: JACK GARZELLA

From: DOUG PODGORNÝ

Subject: DUTIES AND RESPONSIBILITIES -
DUMPER CLEANER/SWITCHMAN

1. REMOVES ANY COAL SPILLAGE FROM DUMPER FEEDER BELTS, TRANSFER POINTS TO "D" BELT, E-1 DRIVE AND E-2 BELT.
2. MAINTAINS TRANSFER CHUTES. ELIMINATES ANY COAL JAMS OCCURRING IN THESE AREA. CLEARS OBSTRUCTIONS.
3. ASSISTS DUMPER OPERATORS (WINTER) IN CLEANING RAILROAD CARS, DUMPER FEEDER HOPPERS AND FROZEN LUMPS.
4. ASSIST LOCOMOTIVE OPERATOR IN TRANSPORTING EMPTY COAL CARS FROM #40 TRACK TO EMPTY TRACKS FOR REMOVAL FROM PLANT.
5. INSURES PROPER COUPLING OF LINE OF CARS TO BE REMOVED.
6. REMOVES BRAKES FROM THE "EMPTIES" AS REQUIRED.
7. INSURES TRACK SWITCHES ARE IN PROPER POSITION TO MOVE CARS TO DESIRED TRACK.
8. AIDS LOCOMOTIVE OPERATOR IN MOVING LOADED CARS FROM STORAGE TRACK TO #40 TRACK FOR UNLOADING.
9. CLEANS SWITCHES AS REQUIRED. THAWS FROZEN SWITCHES AS WEATHER DICTATES.
10. KEEPS WORK AREA IN A CLEAN, SAFE AND ORDERLY CONDITION.
11. ASSISTS OTHER CREW MEMBERS IN PLANT CLEAN-UPS AS DIRECTED BY SUPERVISION.

ACME STEEL COMPANY
CHICAGO COKE PLANT

Date: 04/25/91

Copies To:
D. O'HEARN

To: JACK GARZELLA

From: DOUG PODGORNÝ

Subject: DUTIES AND RESPONSIBILITIES -
MIXER BIN MAN

1. OPERATES TRIPPER ON "W" CONVEYOR TO FILL MIXER BINS WITH COAL.
2. INSURES PROPER PULVERIZED COAL IS PLACED IN PROPER BLENDING BIN.
3. MONITORS LEVEL OF COAL IN EACH BIN (6) SIGNALS TO STOCKHOPPER ATTENDANT AS TO THE TYPE OF COAL REQUIRED. OBSERVES EUCLID TO INSURE PROPER COAL IS RETURNED TO MEET HIS REQUIREMENT. PROFICIENT OPERATOR WILL BE ABLE TO "ORDER" COAL SO THAT MIXER MAN WILL BE ABLE TO EXPERIENCE SUSTAINED RUNS WITH A MINIMUM OF DELAYS DUE TO LACK OF SUPPLY. ALSO MUST GUARD AGAINST OVERFILL OF BIN).
4. CLEANS AND MONITORS SHUTTLE CONVEYOR AND TRIPPER APPARATUS - REPORTS ANY ABNORMAL CONDITIONS TO SUPERVISION.
5. AIDS FLOW OF COAL THROUGH MIXER MACHINES BY USING AIR LANCES TO "BLOW COAL DOWN" FROM THE SIDES OF HOPPERS. (FREQUENCY INCREASES AS WEATHER DETERIORATES).
6. KEEPS IMMEDIATE WORK AREA IN A CLEAN, SAFE AND ORDERLY CONDITION.
7. ASSISTS OTHER CREW MEMBERS IN DEPARTMENT CLEAN-UP AS DIRECTED BY SUPERVISION.

ACME STEEL COMPANY
CHICAGO COKE PLANT

Date: 04/25/91

Copies To:
D. O'HEARN

To: JACK GARZELLA

From: DOUG PODGORNÝ

Subject: DUTIES AND RESPONSIBILITIES -
DUMPER OPERATOR

- * (2) REQUIRED AS SAFETY FACTOR, ONE ON EACH END (NORTH AND SOUTH)
1. OPERATES CAR DUMPER IN UNLOADING RAILROAD CARS.
 2. UTILIZES SCHEDULE PROVIDED BY SUPERVISION, TO IDENTIFY EACH RAILROAD CAR AGAINST SHIPPING MANIFEST BEFORE UNLOADING TO INSURE TYPE OF COAL AND ACCURATE ACCOUNT OF CARS UNLOADED.
 3. VISUALLY INSPECTS EACH RAILROAD CAR TO INSURE ITS FULLY LOADED AND IDENTIFIES ANY PRE-EXISTING CAR DAMAGE.
 4. COORDINATES WITH LOCOMOTIVE OPERATION FOR PROPER POSITIONING IN THE CAR DUMPER.
 5. OPERATES CONTROL TO ROTATE DUMPER AND UNLOAD CAR (SOUTH). OPERATES SAFETY SWITCH ON NORTH END TO INSURE THAT ALL PERSONNEL ARE CLEAR OF THE ROTATING DUMPER AND THE CAR IS PROPERLY POSITIONED.
 6. OPERATES CONTROL (SOUTH) TO RUN (3) DUMPER FEEDER BELTS, WHICH MOVES COAL FROM THE DUMPER HOPPERS TO "D" BELT. (NORTH) OPERATES BELT CONTROLS (E-2, E-1, "D" BELT) WHICH MOVES COAL FROM DUMPER FEEDERS TO THE STOCKOUT HOPPER.
 7. WINTER (FROZEN COAL) OR HIGH MOISTURE WILL OFTEN NECESSITATE THE MANUAL CLEANING OF THE RAILROAD CARS - THIS IS PERFORMED BY DUMPER OPERATORS.
 8. WINTER (FROZEN COAL) OFTEN LEAVES RESIDUAL LUMPS OF FROZEN COAL ON HOPPER BREAKER RAILS. THESE MUST BE REMOVED MANUALLY BY DUMPER OPERATORS.
 9. OPERATES CONTROLS TO UPRIGHT UNLOADED CARS (SOUTH) AND OPERATES CONTROLS TO ACTIVATE CROSSING WARNING (NORTH).
 10. NORTH OPERATOR RESPONSIBLE TO COUPLE AND SET BRAKES ON UNLOADED CARS.
 11. REGULARLY INSPECTS DUMPER TO DETECT ANY MALFUNCTIONS OF EQUIPMENT AND REPORTS TO SUPERVISION IMMEDIATELY.

12. RESPONSIBLE TO REMOVE ACCUMULATED COAL IN DUMPER HOPPER, ALSO CLEAN "DRAG BACK" BEHIND DUMPER ALONG DRIVE SHAFT, GEARS AND LIMIT CONTROLS.
13. KEEPS IMMEDIATE WORK AREA IN A CLEAN, SAFE AND ORDERLY CONDITION.
14. WORKS WITH OTHER CREW MEMBERS AS DIRECTED BY SUPERVISION TO FACILITATE PLANT CLEAN-UP. DUMPER BEARS PRIME RESPONSIBILITY ALTHOUGH WHEN THERE HAS BEEN NO COAL TO UNLOAD, THESE POSITIONS ARE UTILIZED TO ASSIST IN FACILITATING COAL PREPARATION OPERATIONS AND MAINTAINING HOUSEKEEPING AT THE WHARF.