

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

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 -
JANITORS

RESPONSIBLE TO CLEAN AND MONITOR SANITARY CONDITIONS IN THE
FOLLOWING PLANT AREAS:

- SHOP LOCKER ROOM FACILITIES
- SHOP WASHROOM FACILITIES
- SHOP OFFICES
- SHOP LUNCHROOM
- GATEHOUSE
- FIRST AID ROOM
- ELECTRIC SHOP LOCKER ROOM
- ELECTRIC SHOP SHOWERS
- ELECTRIC SHOP OFFICE
- CLOTHING ROOM (PROTECTIVE CLOTHING)
- SINKS IN MOTOR WINDING ROOM AND INSTRUMENT REPAIR SHOP
- BY PRODUCTS LOCKER ROOM
- BY PRODUCTS WASHROOM
- BY PRODUCTS MANAGER OFFICE
- BY PRODUCTS URINAL AND SINK
- OVENS WASHROOM
- OVENS OFFICES (SHIFT MANAGER AND MANAGER)
- OVENS LUNCHROOM
- MANAGERS LOCKER ROOM
- MANAGERS SHOWERS
- MANAGERS WASHROOM
- EXHAUSTER BUILDING WASHROOM
- COAL HANDLING LOCKER ROOM
- COAL HANDLING WASHROOM AND SHOWERS
- COAL HANDLING OFFICES
- MAIN OFFICE
- MAIN OFFICE LOCKER ROOM, TOILER AND SHOWERS
- WOMENS LOCKER TRAILER

WEEKLY:

- STOREROOM BATHROOM
- ENVIRONMENTAL SHANTY WHARF

SCOPE OF WORK PERFORMED GENERALLY ALONG THE LINES OF THE INCLUDED
CONDITIONING AND MAINTENANCE PLAN. ALSO, REMOVES ACCUMULATED TRASH,
ETC.

TOILET BOWLS, SEATS & URINALS: CLEAN DAILY WITH DETERGENT-DISINFECTANT. USE A DILUTION OF 2 OZ. PER GALLON OF WATER. TOILET SEAT CLEANED - BOTH SIDES.

CHROME ON TOILET FIXTURES: WIPE DAILY, SAME AS TOILET BOWL AND SEATS.

TOILET PARTITIONS: DUST WEEKLY, USING CLOTH TREATED WITH PROTECTOR.

TOILET ROOM FLOORS: CLEAN ON A REGULAR SCHEDULE - DETERMINED BY THE AMOUNT OF TRAFFIC. USE A DILUTION 2 OZ. OF DETERGENT-DISINFECTANT TO A GALLON OF WATER.

LOCKERS: DUST WEEKLY. USE A CLOTH TREATED WITH PROTECTOR.

WASH FIXTURES: CLEAN WITH SCOURING CLEANSER ON A REGULAR SCHEDULE - DETERMINED BY THE AMOUNT OF TRAFFIC AND USAGE.

SHOWER WALLS: SCRUB EVERY (30) DAYS WITH SCOURING CLEANSER.

SHOWER FLOORS: SCRUB DAILY WITH DETERGENT-DISINFECTANT.

SLOP SINKS: CLEAN DAILY WITH SCOURING CLEANSER.

REFUSE CONTAINERS: CLEAN WEEKLY WITH DETERGENT-DISINFECTANT.

SUMMARY

DAILY: TOILET BOWLS, SEATS, URINALS, WASH FIXTURES, SHOWER FLOORS, CHROME ON TOILET FIXTURES AND TOILET ROOM FLOORS.

WEEKLY: LOCKERS AND PARTITIONS.

30 DAYS: GLAZED TILE AND METAL SHOWER WALLS, TOILET BOWLS, URINALS AND DRAINS, AS INDICATED UNDER CONDITIONING PLAN.

6 MONTHS: CHECK TOILET PARTITIONS AND WALLS, TO DETERMINE IF CLEANING IS NECESSARY. WASHING ON A YEARLY BASIS MAY BE SUFFICIENT.

MATERIALS NEEDED FOR CONDITIONING AND MAINTENANCE PLANS

DETERGENT-DISINFECTANT: FOR TOILETS, URINALS, SEATS, SHOWERS AND TOILET ROOM FLOORS.

SCOURING CLEANSER: FOR WASH FIXTURES, SHOWER WALL AND THE CONDITIONING OF TOILET FIXTURES AND SEATS.

ALL-PURPOSE CLEANER: FOR WALLS, PARTITIONS AND LOCKER CLEANING.

PROTECTOR: FOR PROTECTING AND LUSTERIZING ALL METAL AND PAINTED SURFACES. USED ON SHOWER/WALLS TO HELP CONTROL GRAFFITI.

BOWL CLEANER: FOR PERIODIC CLEANING OF TOILETS AND URINALS. WILL REMOVE RUST STAINS AND ORGANIC BUILD-UP.

RUBBER GAUNTLET GLOVES: TO BE USED DURING THESE PROCEDURES. UNLESS A DETERGENT IS DILUTED TO THE DEGREE THAT ITS GERMICIDAL ACTIVITY IS IMPAIRED, IRRITATION POTENTIAL EXISTS.

CONDITIONING PLAN
(TO PREPARE FOR DAILY MAINTENANCE)

TOILET BOWLS: LOWER THE WATER AND CLEAN INSIDE WITH DETERGENT-DISINFECTANT. CLEAN OUTSIDE WITH SCOURING CLEANER.

TOILET SEATS: EVERY 30 DAYS (DEPENDING ON CONDITION) TOILET BOWLS AND URINALS SHOULD BE CLEANED WITH BOWL CLEANER, TO REMOVE RUST STAINS AND ORGANIC BUILD-UP. SCRUB TOP AND UNDER SIDE WITH SCOURING CLEANER.

URINALS. CLEAN THE INSIDE AND UNDER LIP AREA WITH SCOURING CLEANER. FOLLOW UP BY CLEANING COMPLETE URINAL WITH DETERGENT-DISINFECTANT.

CHROME ON TOILET FIXTURES: CLEAN WITH SCOURING CLEANER.

TOILET PARTITIONS: SOME PARTITIONS NEED PAINTING TO ALLOW THEM TO BE PROPERLY CLEANED AND MAINTAINED. BEFORE THEY ARE PAINTED, THEY SHOULD BE WASHED WITH ALL-PURPOSE CLEANER, THEN SCRAPED.

TOILET ROOM FLOORS: CLEAN THOROUGHLY WITH DETERGENT-DISINFECTANT. SPECIAL ATTENTION SHOULD BE GIVEN TO AREA NEAR THE TOILET FIXTURES.

LOCKERS: SCRUB WITH ALL-PURPOSE CLEANER AND CHECK FOR THOSE THAT ARE IN NEED OF PAINTING AND REPAIRS.

WASH FIXTURES: SCRUB STAINLESS STEEL AND PORCELAIN WITH SCOURING CLEANER. INSIDE AND OUT.

SHOWER PARTITIONS AND WALLS - GLAZED TILE: SCRUB WITH SCOURING CLEANER AND RINSE WELL WITH WATER FROM A HOSE. TREAT WITH PROTECTOR OIL.

SHOWER PARTITIONS - METAL: SAME AS GLAZED TILE. CHECK FOR THOSE THAT NEED TO BE PAINTED.

SHOWER FLOORS: SCRUB WITH DETERGENT-DISINFECTANT.

SLOP SINKS: SCRUB WITH SCOURING CLEANER.

WASHROOM WALLS: SCRUB WITH DETERGENT-DISINFECTANT.

Coke Plant Maintenance Department

1- Mech.Tech. rehabilitation 2 years

19 Mech.Techs

a.7-ovens dept. (5 day coverage)

b.7-B.P. dept. (8 day coverage)

c.5-coal & coke dept.(7 day coverage)

7 Boilermaker/Welders

a.2-ovens dept. (5 day coverage)

b.2-coal & coke dept. (5 day coverage)

c.3-mtce.shop,B.P.area,Eucid scrapers (5 day coverage)

3-Operation Oilers

a.2-Coalhandling (7 day coverage)

b.1-ovens (5 day coverage)

3-Carpenter/Painter Plant wide (5 day coverage)

11-Electrical Techs

a.4-on shift (21 turn coverage)

b.7- plant wide (5 day coverage)

3-Instrument/HVAC Techs

a.2-7 day turn coverage per week, plant wide

b.1-mon.to fri. plant wide

5-Mach.Techs (6 day coverage)

a.25 pieces of mobile equipment

b.Machine parts for plant equipment

1-Mobile Crane Operator (5 day coverage)

53.c

Coke Ovens Maintenance Department

Instrument & HVAC Shop

1. Maintain and install instruments in the Ovens, By products and Coal & Coke Handling areas.
2. Maintain and install all heating and air conditioning units in the Coke Plant.
3. Maintain and install all Environmental equipment and Pollution controls in the Coke Plant. (OSHA & EPA requirements).
4. Maintain a upgrading program for all Coke Plant instrumentation controls.
5. Calibrate and maintain all new NESHAP system instruments and controls.

ACME STEEL COMPANY
CHICAGO COKE PLANT

TO: JACK GARZELLA

FROM: MILT MARAVICH

SUBJECT: DUTIES AND RESPONSIBILITIES OF THE INSTRUMENT FOREMAN
STEVE BUCKNER

GENERAL RESPONSIBILITIES

RESPONSIBLE FOR THE PLANNING AND DIRECTING IN CONJUNCTION WITH THE MANAGER OF ELECTRICAL PLANNING ALL INSTRUMENTATION HEATING AND AIR CONDITIONING IN THE COKE PLANT.

SUMMARY OF DUTIES

A. DESIGN AND IMPLEMENTATION OF INSTRUMENTS, INSTRUMENT SYSTEMS, AND HVAC EQUIPMENT INCLUDING HYDRAULIC, ELECTRONIC; PNEUMATIC AND COMPUTER BASED EQUIPMENT IN THE COKE PLANT.

B. DEVELOPE AND MAINTAIN QS9000 INSTRUMENT LAB AND CALIBRATION SYSTEM FOR ALL THE COKE PLANT.

C. IMPLEMENT AND ENFORCE PLANT SAFETY PROGRAM THROUGH SAFETY CONTACTS AND MEETINGS.

D. DIRECT 5 INSTRUMENT TECHNICIANS AND 2 APPRENTICES IN THE MAINTENANCE OF THE COKE PLANT INSTRUMENTS AND HVAC EQUIPMENT.

E. COORDINATE WITH PLANT PRODUCTION FOREMAN THE PREVENTIVE MAINTENANCE AND REPAIR OF INSTRUMENTS AND HVAC EQUIPMENT.

F. WORK WITH ENGINEERING TO DESIGN AND INSTALL NEW INSTRUMENT CONTROL SYSTEMS FOR THE COKE PLANT.

G. IMPLEMENT NEW SYSTEMS OR REPLACEMENT SYSTEMS TO IMPROVE QUALITY, EFFICIENCY AND SAFETY OF THE COKE PLANT PROCESSES.

H. PROVIDE TECHNICAL ASSISTANCE AND TRAINING TO THE INSTRUMENT DEPARTMENT PERSONNEL.

I. ON CALL 24 HOURS PER DAY FOR INSTRUMENT AND HVAC EMERGENCIES.

J. ALTERNATE WITH THE ELECTRICAL FOREMAN, COKE PLANT ELECTRICAL AND INSTRUMENTATION WEEKEND COVERAGE.

ACME STEEL COMPANY
CHICAGO COKE PLANT

Date: 02/22/91

Copies To:
D. O'HEARN

To: TONY COOK

From: JACK GARZELLA

Subject: GENERAL FOREMAN ELECTRICAL/INSTRUMENT DEPARTMENT
AND GENERAL FOREMAN MAINTENANCE

THE GENERAL FOREMAN ELECTRICAL/INSTRUMENT DEPARTMENT AND THE GENERAL FOREMAN OF MAINTENANCE REQUIRE AREA MANAGER STATUS.

THE GENERAL FOREMAN OF ELECTRICAL/INSTRUMENT DEPARTMENT AND THE GENERAL FOREMAN OF MAINTENANCE ARE THE BACKBONE AND HEART OF THE MAINTENANCE DEPARTMENT. THE EQUIPMENT AT OUR PLANT DATES BACK TO 1900. THE ELECTRICAL/INSTRUMENT GENERAL FOREMAN IS THE ONLY PERSON IN THE CORPORATION THAT IS TOTALLY FAMILIARIZED WITH ALL THE ELECTRICAL COMPONENTS IN THE COKE PLANT AND IS OUR TOTAL EXPERT ON OLD EQUIPMENT (1900 - 1920 ERA).

THE ELECTRICAL/INSTRUMENT GENERAL FOREMAN HOLDS THE CITY, STATE, AND FEDERAL LICENSES AND KEEPS THE COKE PLANT IN COMPLIANCE WITH CITY, STATE, AND FEDERAL LAWS AND CODES.

THE ELECTRICAL SUPERVISOR IS EXCELLENT, HOWEVER HE IS YOUNG AND HAS ONLY 2 YEARS EXPERIENCE IN THE PLANT. HE DOES NOT HAVE THE EXPERTISE OR EXPERIENCE OF THE GENERAL FOREMAN.

WITH ALL THE NEW FEDERAL LAWS, NESHAP BENZENE, AND CLEAN AIR ACT AMENDMENT, IT IS MORE IMPERATIVE FOR A GENERAL FOREMAN TO COORDINATE AND DIRECT THE ELECTRICAL AND INSTRUMENT FOREMEN ACTIVITIES. NEW LAWS STIPULATE MAXIMUM LIMITS NOT AVERAGE LIMITS. IF THE GENERAL FOREMAN IS ELIMINATED OVERTIME WILL INCREASE, EFFICIENCY WILL GO DOWN, AND GENERAL ELECTRICAL/INSTRUMENT COSTS WILL INCREASE.

TOM GRAHAM, USX VICE CHAIRMAN, STEEL AND DIVERSIFIED GROUP ESTIMATES THAT THE NEW LAW (CLEAN AIR ACT) WILL PROBABLY RAISE THE COST OF ENVIRONMENTAL CONTROLS 10 TO 15 DOLLARS PER TON OF STEEL. THESE NEW COSTS CAN BE MINIMIZED BY USE OF AREA MANAGERS.

THE GENERAL FOREMAN OF MAINTENANCE IS TOTALLY FAMILIARIZED WITH THE MECHANICAL COMPONENTS IN THE COKE PLANT. HE HAS A SUPERIOR EXPERTISE WITH OLD ROTATING EQUIPMENT (1900 - 1920 VINTAGE).

HIS SUPERVISORS ARE YOUNG AT THEIR JOBS AND NEED HIS DIRECTION AND EXPERTISE TO CONTINUE TO GROW.

THE MAINTENANCE PLAN/SPARE POSITION IS A WASTE (1930 - 40 STYLE OF MANAGEMENT). THIS IS THE 21st CENTURY. THE PLANNING IS ACCOMPLISHED BY THE DIVISION MANAGER, ASSISTANT DIVISION MANAGERS, AND AREA MANAGERS. WHY ADD THE SPARES POSITION? SPARES ARE NOT A PROBLEM. WE DO NOT BUY THINGS UNTIL WE NEED THEM. WE MAINTAIN CLOSE SUPERVISION ON PURCHASING.

TOM GRAHAM, USX VICE CHAIRMAN, STEEL AND DIVERSIFIED GROUP ESTIMATES THAT THE NEW LAW (CLEAN AIR ACT) WILL PROBABLY RAISE THE COST OF ENVIRONMENTAL CONTROLS 10 TO 15 DOLLARS PER TON OF STEEL. THESE NEW COSTS CAN BE MINIMIZED BY USE OF AREA MANAGERS.

ACME STEEL COMPANY
CHICAGO COKE PLANT

02/16/91

TO: JACK GARZELLA
FROM: STEVE BUCKNER
SUBJECT: THE DUTIES AND RESPONSIBILITIES OF THE MAINTENANCE SHOP
INSTRUMENT FOREMAN *SHIFT MANAGER*

THE POSITION OBJECTIVE

THE DESIGN AND IMPLEMENTATION OF INSTRUMENTS, INSTRUMENT SYSTEMS AND HVAC EQUIPMENT INCLUDING HYDRAULIC, PNEUMATIC, ELECTRONIC AND COMPUTER BASED EQUIPMENT AS IT RELATES TO THE SAFE AND EFFICIENT OPERATION AT THE COKE PLANT.

GENERAL RESPONSIBILITIES

1. DIRECT SUPERVISION OF ⁴3 INSTRUMENT TECHNICIANS AND ¹2 APPRENTICE INSTRUMENT TECHNICIANS.
2. IMPLEMENT AND ENFORCE PLANT SAFETY PROGRAM THROUGH SAFETY INSPECTIONS AND MEETINGS. INNOVATE SAFETY IMPROVEMENTS IN ALL AREA CONTAINING INSTRUMENTS.
3. DEVELOP WORK PLANS AND SCHEDULES FOR HOURLY INSTRUMENTATION AND ELECTRONIC CRAFTSMEN FOR OPTIMUM UTILIZATION OF MANPOWER AND MACHINERY.
4. COMMUNICATE WITH PRODUCTION SUPERVISION TO COORDINATE PREVENTIVE MAINTENANCE AND INSTRUMENTATION REPAIR.
5. INSURE THAT INSTRUMENTATION CRAFTSMEN MAINTAIN A HIGH STANDARD OF PLANT HOUSE KEEPING.
6. CONTRIBUTE TO COST REDUCTION PROGRAM. HANDLE GRIEVANCE MATTERS WHEN REQUIRED AND ADMINISTER DISCIPLINARY PROGRAM IN COMPLIANCE WITH COMPANY POLICY.
7. TO IMPLEMENT NEW SYSTEMS OR REPLACEMENT SYSTEMS TO IMPROVE QUALITY, EFFICIENCY AND SAFETY OF THE PLANT AND THE PLANT PROCESS.

8. RESPONSIBLE FOR SAFETY OF THE DEPARTMENT UNDER HIS CONTROL AND PERSISTENT TO THE ACME STEEL PRIMARY SAFETY PROGRAM.
9. ON CALL FOR PLANT EMERGENCIES. (ELECTRICAL MAINTENANCE IS SCHEDULED ON THE DAY TURN ONLY)
10. MAINTAIN EMPLOYEE RECORDS AND SCHEDULES.
11. RESPONSIBLE FOR PLANNING AND DIRECTING ALL INSTRUMENT AND HVAC RELATED ACTIVITIES AT THE COKE PLANT, INCLUDING MAINTENANCE OF PLANT EQUIPMENT, INVOLVING REPAIRING AND INSTALLING REPLACEMENT PARTS. RESPONSIBLE FOR THE INSPECTION AND THE MAINTENANCE OF ALL INSTRUMENT, INSTRUMENT SYSTEMS AND HVAC EQUIPMENT THROUGHOUT THE COKE PLANT.
12. MAINTAIN SPARE PARTS INVENTORY.
13. SUPERVISES ALL INSTRUMENT TECHNICIANS (HOURLY PAID EMPLOYEES)
14. WORKS WITH THE ~~GENERAL FOREMAN~~ ^{ELECTRICAL PLANNING MANAGER} IN PLANNING WORK OF THE INSTRUMENT DEPARTMENT. RESPONSIBLE FOR MAINTAINING, REPAIRING AND INSTALLING SYSTEMS AND EQUIPMENT IN THE PLANT.
15. ATTENDS VARIOUS MANAGEMENT PLANNING MEETINGS.
16. MEETS WITH ENGINEERING DEPARTMENT AND CONSULTANTS FOR THE DESIGN OF INSTRUMENT SYSTEMS.
17. REVIEWS MONTHLY BUDGET REPORTS.
18. TRAINING OF APPRENTICES AND JOURNEYMEN
19. ATTENDS MANAGEMENT TRAINING SEMINARS.
20. PREPARES PURCHASE ORDERS AND PROCURES PRICING FOR EQUIPMENT AND MATERIAL.
21. PROVIDES TECHNICAL ASSISTANCE TO OPERATING PERSONNEL AND THE ENGINEERING DEPARTMENT.
22. Develop & maintain the new Calibration ~~Dept~~ Department for Certifying Calibration of Instruments. QS 9000 requirement!

ACME STEEL COMPANY
CHICAGO COKE PLANT

Date: 02/22/91

Copies To:

To: TONY COOK
From: JACK GARZELLA
Subject: ASSISTANT
SUPERINTENDENT OF MAINTENANCE

THE ASSISTANT SUPERINTENDENT OF MAINTENANCE REQUIRES ASSISTANT DIVISION MANAGER STATUS. IT WOULD BE TOTAL MISMANAGEMENT TO PLACE THIS POSITION ANY LOWER THAN ASSISTANT DIVISION MANAGER.

THE ASSISTANT SUPERINTENDENT OF MAINTENANCE HAS TAKEN ON ADDITIONAL RESPONSIBILITIES PREVIOUSLY HANDLED BY ENGINEERING, HAS ACCEPTED THE INCREASED WORKLOADS TO MAINTAIN THE PLANT WITH AN EVER DECREASING AMOUNT OF CAPITAL AND MRA EXPENDITURES.

THE ENGINEER REPORT ONLY WRITES PURCHASE REQUISITIONS FOR OUTSIDE ENGINEERING ASSISTANCE. IT IS THE ASSISTANT SUPERINTENDENT OF MAINTENANCE WHO DEFINES THE SCOPE AND SPECIFICATION AND PROVIDES ON SITE INSPECTIONS.

THE ASSISTANT SUPERINTENDENT OF MAINTENANCE DEMANDS ASSISTANT DIVISION MANAGER STATUS OR TOTAL MAINTENANCE COSTS WILL INCREASE AND THE COKE PLANT WILL NOT CONTINUE TO BE IN COMPLIANCE WITH OSHA, E.P.A., MWRD, NESHAP, THE CLEAN AIR ACT AMENDMENT, OR CONTRACTING OUT ISSUES.

TOM GRAHAM, USX VICE CHAIRMAN, STEEL AND DIVERSIFIED GROUP, ESTIMATES THAT THE NEW LAW (CLEAN AIR ACT) WILL PROBABLY RAISE THE COST OF ENVIRONMENTAL CONTROLS TO 10 TO 15 DOLLARS PER TON OF STEEL. THESE NEW COSTS CAN BE MINIMIZED BY THE USE OF ASSISTANT DIVISION MANAGERS.

ACME STEEL COMPANY
CHICAGO COKE PLANT

DATE: 02/18/91

COPIES TO:

TO: Jack Garzella

FROM: Milt Maravich

SUBJECT: The Duties and Responsibilities of the Assistant Superintendent
of Maintenance

POSITION OBJECTIVE

Responsible for both the mechanical and electrical maintenance activities on all Coke Plant equipment and facilities. Coordinates with plant engineering and outside contractors in repair and construction projects, defining scope and specifications and providing on-site inspections.

PRIME DUTIES

1. Implement and enforce the plant safety programs through safety meetings and inspections. Innovate safety improvements in all the Coke Plant maintenance areas.
2. Organize, plan and coordinate with Coke Plant operating departments, the preventive maintenance and daily repair work on all mechanical and electrical equipment and facilities throughout the Coke Plant.
3. Coordinate with plant engineering in planning, scheduling, surveying and inspecting repair and construction projects in order to expedite progress and insure conformance to specification and contractual agreements. Initiate engineering studies in an effort to improve operation equipment and facilities.
4. Coordinate with the electrical and mechanical general foremen on compliance on all government regulations, such as E.P.A., M.S.D., NESHAP and electrical codes on all plant equipment.
5. Insures that Maintenance Department supervision maintains a high standard of plant housekeeping and to motivate their contributions to the cost reduction program.
6. In coordination with Employee Relations department, to structure the Maintenance Department disciplinary program and handle grievance matters.

7. Replace the superintendent when he is not present in the plant.
8. Handle weekend call for operation and maintenance on a rotation basis.
9. Represent management on various committees, such as Contracting Out and the Apprenticeship Committee.
10. Weekly attend management safety and planning meetings with the plant General Manager
11. On call 24 hours a day (maintenance has day shift only).
12. To supervise (1) Electrical general foreman, (1) Mechanical general foreman, (1) Electrical foreman, (1) Instrument foreman, and (4) Mechanical foremen.

ACME STEEL COMPANY
CHICAGO COKE PLANT

DATE: 02/18/91

COPIES TO:

TO: JACK GARZELLA
FROM: DENNIS O'CONNER
SUBJECT: THE DUTIES AND RESPONSIBILITIES OF THE MACHINE SHOP FOREMAN

GENERAL RESPONSIBILITIES AND DUTIES

1. RESPONSIBLE FOR THE PLANNING AND DIRECTING ALL MACHINE SHOP ACTIVITIES AT THE COKE PLANT. THIS INCLUDES THE REPAIRING, THE MACHINING, FABRICATION AND INSTALLATION OF PARTS ON EQUIPMENT AT THE COKE PLANT.
2. RESPONSIBLE FOR THE INSPECTION AND MAINTENANCE OF (2) LOCOMOTIVES, (4) COAL SCRAPERS - EUCLIDS, (4) FRONT END LOADERS, (2) FORK TRUCKS, (2) SKID LOADERS - BOBCATS, (3) PORTABLE WELDING MACHINES, (2) PORTABLE AIR COMPRESSORS, (1) MAN LIFT AND OTHER GAS AND DIESEL POWERED EQUIPMENT, SUCH AS THE (4) MAINTENANCE SHOP PICK UP TRUCKS.
3. RESPONSIBLE FOR ALL REPAIR ITEMS, SUCH AS THE REBUILDING OR REPAIRING OF (90) PROCESS PUMPS, (32) CONVEYOR DRIVE GEAR BOXES, (6) OVEN MACHINE GEAR DRIVES AND BRAKE SYSTEMS AND ALL OTHER MAJOR COMPONENT REPAIRS THROUGHOUT THE COKE PLANT.
4. RESPONSIBLE FOR FABRICATION AND MACHINING OF SPARE PARTS USED THROUGHOUT THE COKE PLANT.
5. WORKS CLOSELY WITH THE MECHANICAL GENERAL FOREMAN IN PLANNING AND SCHEDULING WORK BETWEEN THE SHOP AND OTHER MAINTENANCE FOREMEN.
6. ASSIGNS WORK AND SUPERVISES THE ACTIVITIES OF (5) MACHINISTS, (3) BOILERMAKER/WELDERS, (1) MECHANICAL TECHNICIAN AND (1) APPRENTICE.
7. MAINTAINS A SPARE PARTS INVENTORY FOR ALL THE MOBILE EQUIPMENT, AS WELL AS BEARINGS, COUPLINGS AND SHAFTS USED THROUGHOUT THE COKE PLANT.
8. MAINTAIN SAFETY STANDARDS AND SAFETY RECORDS WITHIN THE DEPARTMENT.
9. ON CALL 24 HOURS A DAY FOR EMERGENCY. RESPONSIBLE FOR ROTATING WEEKEND SUPERVISION FOR THE ENTIRE COKE PLANT.

ACME STEEL COMPANY
CHICAGO PLANT

02/18/91

TO: JACK GARZELLA

FROM: DENNIS O'CONNOR

SUBJECT: THE DUTIES AND RESPONSIBILITIES OF THE MACHINE SHOP FOREMAN

SHIFT MANAGER

GENERAL RESPONSIBILITIES AND DUTIES

1. RESPONSIBLE FOR THE PLANNING AND DIRECTING OF ALL MACHINE SHOP ACTIVITIES AT THE COKE PLANT. THIS INCLUDES THE REPAIRING, MACHINING, FABRICATION AND INSTALLATION OF PARTS ON EQUIPMENT AT THE COKE PLANT.
2. RESPONSIBLE FOR THE INSPECTION AND MAINTENANCE OF (2) LOCOMOTIVES, (4) COAL SCRAPERS - EUCLID'S, (4) FRONT END LOADERS, (2) FORK TRUCKS, (2) SKID LOADERS - BOBCATS, (3) PORTABLE WELDING MACHINES, (2) PORTABLE AIR COMPRESSORS, (1) MAN LIFT AND OTHER GAS AND DIESEL POWERED EQUIPMENT, SUCH AS THE (4) MAINTENANCE SHOP PICK UP TRUCKS.
3. RESPONSIBLE FOR ALL REPAIR ITEMS, SUCH AS THE REBUILDING OR REPAIRING OF (90) PROCESS PUMPS, (32) CONVEYOR DRIVE GEAR BOXES, (6) OVEN MACHINE GEAR DRIVES AND BRAKES AND ALL OTHER MAJOR COMPONENT REPAIRS THOUGHT OUT THE COKE PLANT.
4. RESPONSIBLE FOR FABRICATION AND MACHINING OF SPARE PARTS USED THROUGHOUT THE COKE PLANT.
5. WORKS CLOSELY WITH THE MECHANICAL ~~GENERAL FOREMAN~~ ^{PLANNING MANAGER} IN PLANNING AND SCHEDULING WORK BETWEEN THE SHOP AND OTHER MAINTENANCE FOREMEN.
6. ASSIGNS WORK AND SUPERVISE THE ACTIVITIES OF (5) MACHINISTS, (3) BOILERMAKER/WELDERS, (1) MECHANICAL TECHNICIAN AND ~~(1) APPRENTICE~~.
7. MAINTAINS A SPARE PARTS INVENTORY FOR ALL THE MOBILE EQUIPMENT, AS WELL AS BEARINGS, COUPLINGS AND SHAFTS USED THROUGHOUT THE COKE PLANT.
8. MAINTAIN SAFETY STANDARDS AND SAFETY RECORDS WITHIN THE DEPARTMENT.
9. ON CALL 24 HOURS A DAY FOR EMERGENCY. RESPONSIBLE FOR ROTATING WEEKEND SUPERVISION FOR THE ENTIRE COKE PLANT.

ACME STEEL COMPANY
CHICAGO COKE PLANT

DATE: 6/7/96

TO: JACK GARZELLA

FROM: MILT MARAVICH

SUBJECT: THE DUTIES AND RESPONSIBILITIES OF THE MECHANICAL
PLANNING MANAGER

GENERAL RESPONSIBILITIES

1. RESPONSIBLE FOR JOB SCHEDULING OF 4 MECHANICAL SHIFT MANAGERS IN THE COKE PLANT.
2. DEVELOPE PREVENTATIVE MAINTENANCE PROGRAMS AND INSURE MECHANICAL REPAIRS OF ALL EQUIPMENT IN THE COKE PLANT.
3. INSPECT VARIOUS EQUIPMENT THROUGHOUT THE COKE PLANT, REQUIRING UNUSUAL OR EXTENSIVE REPAIRS TO DETERMINE IF EQUIPMENT CAN BE REPAIRED BY THE PLANT OR SENT OUT TO AN OUTSIDE CONTRACTOR.
4. ARRANGE FOR PURCHASE OR RENTAL OF MATERIAL AND OR EQUIPMENT NEEDED FOR REPAIRS OTHER THAN USUAL MAINTENANCE.
5. DIRECTS SHIFT MANAGERS IN FIELD AREAS DURING SCHEDULED PLANT SHUTDOWNS OR EMERGENCY REPAIRS.
6. PROVIDES TECHNICAL ASSISTANCE TO AREA SHIFT MANAGERS.
7. MAINTAINS EMPLOYEE RECORD, WORK SCHEDULES, MECHANICAL MAINTENANCE DEPARTMENT SAFETY RECORDS AND INSPECTION REPORTS.
8. RESPONSIBLE FOR SAFETY PERFORMANCE OF MECHANICAL MAINTENANCE DEPARTMENT
9. MAKES INDIVIDUAL DAILY SAFETY CONTACTS WITH HIS SHIFT MANAGERS, MAKES SAFETY OBSERVATIONS, KEEPS SAFETY RECORDS, ENFORCES SAFETY RULES AND REGULATIONS, OVERSEES THAT GOOD HOUSEKEEPING IS MAINTAINED AND MAKES THOROUGH INVESTIGATIONS OF ALL ACCIDENTS IN THE DEPARTMENT.
10. HOLDS GRIEVANCE MEETINGS.
11. ATTENDS IMPORTANT PLANNING AND COSTS MEETINGS.
12. RESPONSIBLE FOR DIRECTING 4 MECHANICAL SHIFT MANAGERS ON CONTRACTING OUT PROJECTS.
13. RESPONSIBLE FOR MAINTAINING SPARE PARTS INVENTORY FOR ALL MECHANICAL DEPARTMENT.

14. HANDLE WEEKEND CALL AS MAINTENANCE AREA MANAGER AND COKE PLANT DIVISION MANAGER ON A ROTATING BASIS.
15. MEETS WITH ENGINEERS ON NEW INSTALLATIONS AND MAJOR REPAIR JOBS, SUCH AS NESHAP.
16. WORKS WITH VENDORS IN ORDER TO KEEP CURRENT ON NEW PRODUCTS AND EQUIPMENT FOR IMPROVING OPERATIONS AND COSTS.
17. ESTIMATES CONTRACTING OUT JOB TO SEE IF THE SHOP CAN BE MORE COST EFFECTIVE.
18. KEEP AREA MANAGER INFORMED ON THE DEPARTMENTS ACTIVITIES.
19. REVIEW PURCHASE REQUISITIONS GENERATED BY THE DEPARTMENT TO INSURE COST CONTROL.
20. ASSIST QS9000 TEAM IN ATTAINING CERTIFICATION AS NEEDED.

Coke Ovens Maintenance Department

Ovens Maintenance Responsibility

1. Maintenance and replacement of components on ovens machines.
(Pushers, Door Machines, Larry Cars, Quench Cars, Reversing Machines.)
2. All piping and structural repairs or replacement to both Batteries.
3. All mechanical repairs to the oven HKC system for pushing emissions.
4. Lubrication of all Ovens machinery and HKC system.
5. Repair or replacement of equipment in the Quench Station.
6. Replacement or repair of 100 standpipes and dampers on the Coke Ovens.
7. Maintain 30 pumps on oven machines.

ACME STEEL COMPANY
CHICAGO COKE PLANT

02/16/91

TO: JACK GARZELLA
FROM: MARKO SOWA
SUBJECT: THE DUTIES AND RESPONSIBILITIES OF THE OVENS MAINTENANCE
FOREMAN *SHIFT MANAGER*

GENERAL RESPONSIBILITIES

RESPONSIBLE FOR PLANNING AND DIRECTING ACTIVITIES OF ALL MECHANICAL MAINTENANCE PERSONNEL FOR THE COKE PLANT OVENS AND RELATED MACHINERY.

PRESENT CREW SIZE

- (7) - MECHANICAL TECHNICIANS
- (2) - BOILERMAKER/WELDERS
- (1) - MECHANICAL TECHNICIAN APPRENTICE
- (1) - OILER

AREA EQUIPMENT RESPONSIBILITIES

- (100) - OVENS
- (2) - PUSHER MACHINES
- (2) - DOOR MACHINES
- (2) - LARRY CARS
- (2) - QUENCH CARS
- (1) - H.K.C. HOOD CAR
- (1) - H.K.C. LAND BASED SCRUBBER
- (1) - QUENCH STATION

ALL STRUCTURAL REPAIRS.
ALL RELATED AIR, WATER, STEAM AND COKE OVEN FAS PIPING.

SUMMARY OF DUTIES

AREA MANAGER

1. WORKS CLOSELY WITH THE ~~GENERAL FOREMAN~~ ^{MANAGER} OF THE OVENS AND THE ~~GENERAL FOREMAN~~ OF MAINTENANCE IN PLANNING AND SCHEDULING THE WORK OF THE OVENS MAINTENANCE CREW IN INSPECTING AND REPAIRING THE ABOVE OVENS EQUIPMENT.
2. RESPONSIBLE FOR THE IMPLEMENTATION AND DOCUMENTATION OF ALL SAFETY PROGRAMS FOR THE OVENS MAINTENANCE CREW.
3. RESPONSIBLE FOR THE SCHEDULING FOR ALL OVENS MAINTENANCE EMPLOYEES.
4. RESPONSIBLE FOR THE ACQUISITION OF ALL OVENS MACHINERY SPARE PARTS AND THE PURCHASE OF RAW MATERIAL TO FABRICATE SPARE PARTS.
5. RESPONSIBLE FOR REDESIGN OF EXISTING EQUIPMENT AS NEEDED TO REDUCE DOWNTIME AND SAVE MAINTENANCE MAN HOURS.
6. MUST BE WELL VERSED IN THE FOLLOWING CRAFTS: RIGGING, PIPE FITTING AND PIPE FABRICATION, BLUEPRINT READING, LUBE SYSTEMS AND LUBRICANTS, METAL FABRICATION, MILLWRIGHT SKILLS, MACHINERY ALIGNMENT, PUMP REPAIR AND MAINTENANCE HYDRAULIC SYSTEMS, PNEUMATIC SYSTEMS AND VARIOUS FIELD ENGINEERING FUNCTIONS.
7. RESPONSIBLE FOR SUPPLYING TECHNICAL INFORMATION AND TRAINING FOR THE FOREMENTIONED CRAFTS TO THE CREW FOR THEIR ASSIGNED CRAFTS.
8. COVERS WEEKENDS ON A ROTATION BASIS. COVERAGE CONSISTS OF BEING RESPONSIBLE FOR ALL COKE PLANT MECHANICAL EQUIPMENT.
9. OVEN AREA FOREMAN IS ON CALL 24 HOURS A DAY FOR ANY MECHANICAL PROBLEM IN HIS AREA (DUE TO ONE SHIFT MAINTENANCE).
10. RESPONSIBLE FOR MAINTAINING OVEN MACHINERY IN ORDER TO PASS FEDERAL AND STATE E.P.A. REGULATIONS.

Coke Ovens Maintenance Department

Electric Shop

1. Repairs or replacement to all electrical equipment in the Ovens, By Products, Coal and Coke Handling and Mobile equipment.
2. 21 turn coverage (4 Electrical Techs) per week for electrical maintenance of the Coke Plant operating systems.
3. Install or upgrade all Coke Plant electrical systems.
4. Replacement of all motors, when needed in the Coke Plant.
5. Maintain a preventive maintenance program on electrical equipment.

ACME STEEL COMPANY
CHICAGO COKE PLANT

TO: JACK GARZELLA

FROM: MILT MARAVICH

SUBJECT: DUTIES AND RESPONSIBILITIES OF THE ELECTRIC SHOP FOREMAN
WILLIAM TOWNSEND

GENERAL RESPONSIBILITIES

THROUGH THE COORDINATION WITH THE MANAGER ELECTRICAL PLANNING, TO CARRY OUT PROCEDURES AND NECESSARY DUTIES TO EFFECT A PREVENTIVE ELECTRICAL MAINTENANCE PROGRAM AND INSURE FOR ELECTRICAL REPAIRS OF ALL EQUIPMENT AND FACILITIES IN THE COKE PLANT.

SUMMARY OF DUTIES

WORKS CLOSELY WITH THE MANAGER OF ELECTRICAL PLANNING IN PLANNING AND SCHEDULING THE WORK OF 10 ELECTRICAL TECHNICIANS AND 3 ELECTRICAL APPRENTICES ENGAGED IN MAINTAINING AND REPAIRING ALL ELECTRICAL EQUIPMENT. ALSO ELECTRICAL REPAIRS FOR ALL MOBILE EQUIPMENT IN THE COKE PLANT. CONSTANLY EVALUATES THE USE OF NEW EQUIPMENT TO UPGRADE EXISTING EQUIPMENT, OBSOLETE ELECTRICAL CONTROLS NOT ONLY FOR SAFETY PURPOSES BUT AT A COST SAVINGS TO THE COMPANY.

A. ASSIGNS WORK AND SUPERVISES THE ACTIVITIES OF THE ELECTRICAL TECHNICIANS AND APPRENTICES.

B. PLANS AND DIRECTS MAINTENANCE AND ELECTRICAL REPAIR WORK IN THE ELECTRIC SHOP, OVENS, BY-PRODUCTS, COAL AND COKE HANDLING DEPARTMENTS. RESPONSIBLE FOR ALL ELECTRICAL EQUIPMENT AND REPAIRS IN ALL AREAS.

C. CONDUCT SAFETY MEETINGS, MAKE SAFETY CONTACTS AND MAINTAIN SAFETY RECORDS.

D. COORADINATE PREVENTIVE ELECTRICAL MAINTENACE AND REPAIR PROGRAMS WITH PRODUCTION SUPERVISORS.

E. CONDUCT TRAINING TO UP-GRADE ELECTRICAL TECHNICANS SKILLS AND APPRENTICES.

F. MAINTAINS SPARE PARTS INVENTORY FOR ALL ELECTRICAL EQUIPMENT AND MOBILE EQUIPMENT IN THE COKE PLANT.

G. ON CALL 24 HOURS PER DAY FOR ELECTRICAL EMERGENCYS AND HAS ALTERNATING WEEKEND CALL FOR ELECTRICAL AND INSTRUMENTATION.

11. WORK WITH AND ENCOURAGE MY SHIFT MANAGERS AND EMPLOYEES TOO IMPLEMENT "T.Q.I." IN OUR DEPARTMENT.
12. FOLLOW ELECTRICAL INSTALLATIONS AND REPAIRS TO INSURE COMPLIANCE WITH THE CITY OF CHICAGO ELECTRICAL CODE.
13. ATTEND VARIOUS MANAGEMENT PLANNING MEETING.
14. REPLACE MAINTENANCE AREA MANAGER WHEN HE IS NOT PRESENT IN THE PLANT.
15. PARTICIPATE IN THE APPRENTICE PROGRAM AND REVIEW THEM.
16. MAINTAIN A LISTING OF ALL MOTORS AND MOTOR REPAIRS IN THE PLANT TO INSURE PLANT OPERATION.
17. WORK WITH VENDORS IN ORDER TO KEEP CURRENT ON NEW PRODUCTS AND EQUIPMENT FOR IMPROVING OPERATIONS AND COSTS.
18. MAINTAIN A LIST OF ELECTRICAL AND INSTRUMENT PARTS FOR EASE OF RE-ORDERING VITAL PARTS.
19. INVESTIGATE ALL ACCIDENTS IN THE DEPARTMENT, MAKE RECOMMENDATIONS AND IMPLEMENT NEEDED SAFETY REPAIRS OR TRAINING.
20. PARTICIPATE IN THE TRAINING OF EMPLOYEES ON NEW EQUIPMENT INSTALLED IN THE PLANT.
21. INSPECT ALL RECORDS KEPT ON THE DEPARTMENT TO INSURE THEY ARE IN COMPLIANCE.
22. KEEP AREA MANAGER INFORMED ON THE DEPARTMENTS ACTIVITIES.
23. KEEP ABREAST OF ANY GOVERNMENT REGULATIONS TO INSURE DEPARTMENTS COMPLIANCE.
24. REVIEW PURCHASE REQUISITIONS GENERATED BY THE DEPARTMENT TO INSURE COST CONTROL.
25. WORK WITH ENGINEERS ON THE DESIGN OF ELECTRICAL AND INSTRUMENTATION COMPONENTS FOR NESHAP THAT WILL WORK IN OUR ENVIRONMENT.
26. ASSIST QS9000 TEAM IN ATTAINING CERTIFICATION AS NEEDED.

ACME STEEL COMPANY
CHICAGO COKE PLANT

To: Jack Garzella

From: Milt Maravich

Subject: THE DUTIES AND RESPONSIBILITIES OF THE ELECTRICAL
PLANNING MANAGER GEORGE LAVERY

GENERAL RESPONSIBILITIES

DEVELOPE AND MAINTAIN PREVENTIVE ELECTRICAL, INSTRUMENT, HEATING AND AIR CONDITIONING REPAIRS. INCLUDING INSTALLATION OF ALL EQUIPMENT AND FACILITIES THROUGHOUT THE COKE PLANT. SUPERVISE 1 ELECTRICAL SHIFT MANAGER AND 1 INSTRUMENT SHIFT MANAGER.

PRIME DUTIES AND RESPONSIBILITIES

1. IMPLEMENT AND ENFORCE PLANT SAFETY PROGRAMS THROUGH SAFETY INSPECTIONS AND MEETINGS. INNOVATE SAFETY IMPROVEMENTS IN ALL ELECTRICAL MAINTENANCE AREAS.
2. DEVELOPE WORK PLANS AND SCHEDULES FOR OPTIMUM UTILIZATION OF MANPOWER, MACHINERY AND SUPPLIES.
3. COORDINATE PREVENTIVE MAINTENANCE REPAIR AND INSTALLATION PROGRAMS THROUGH COMMUNICATIONS WITH PRODUCTION SUPERVISION AND ELECTRICAL SHIFT MANAGER AND INSTRUMENT SHIFT MANAGER.
4. INSURE THAT THE ELECTRICAL SHIFT SUPERVISOR AND INSTRUMENT SHIFT SUPERVISOR MAINTAIN A HIGH STANDARD OF PLANT HOUSEKEEPING AND MOTIVATE THEIR CONTRIBUTIONS TO THE COST REDUCTION PROGRAM.
5. OVERSEE THE ELECTRICAL DEPARTMENT DISCIPLINARY PROGRAM AND HANDLE GRIEVANCE MATTERS IN COMPLIANCE WITH COMPANY POLICY.
6. DIRECT CREWS WHEN SHIFT MANAGERS ARE NOT PRESENT IN THE PLANT.
7. COORDINATE MAINTENANCE JOBS WITH MECHANICAL MAINTENANCE DEPARTMENT.
8. ON CALL SEVEN DAYS A WEEK (MAINTENANCE HAS NO BACK TURN).
9. HANDLE WEEKEND CALL AS AREA MAINTENANCE MANAGER AND ALSO AS COKE PLANT DIVISION MANAGER ON A ROTATION BASIS.
10. MEET WITH ENGINEERS ON NEW INSTALLATIONS AND MAJOR REPAIR JOBS.

15. FABRICATE, REPAIR AND INSTALL STAIRWAYS, STEPS AND PLATFORMS.
16. RESPONSIBLE FOR INSPECTION AND REPAIR FOR ALL OF COAL COKE HANDLING.
17. WORK WITH VENDORS TO KEEP CURRENT WITH NEW PRODUCTS AND EQUIPMENT FOR IMPROVING OPERATIONS AND FOR COST SAVINGS.
18. MAINTAIN EMPLOYEES RECORDS, MEETINGS, SUCH AS WORK SCHEDULES AND RESPONSIBLE FOR INSTRUCTING EMPLOYEES.
19. RESPONSIBLE FOR SAFETY RECORDS, MEETINGS, CONTACTS, OBSERVATIONS, AND M.S.D.S TRAINING. WORKS WITH EMPLOYEES DEVELOPING GOOD SAFETY HABITS.
20. ON CALL 24 HOURS A DAY FOR EMERGENCY IN THE COAL AND COKE HANDLING.
21. RESPONSIBLE FOR ROTATING WEEKEND COVERAGE FOR MECHANICAL MAINTENANCE FOR THE ENTIRE COKE PLANT.
22. DIRECTS WORK CREWS DURING ABSENTEEISM DUE TO VACATIONS AND SICK LEAVE.
23. ATTENDS MONTHLY BUDGET MEETINGS.
24. PREFORMS SPOT MAINTENANCE ON THE MOBILE EQUIPMENT.