

Acme Coke
11236 S. Torrence Ave.
Chicago IL 60617



acmecoke.com

Document archive

Salaried Position Descriptions
and Responsibilities (Ovens)
Dated: Feb 1991

Recovered from site on Jan 30 2021

ACME STEEL COMPANY
CHICAGO COKE PLANT
02/15/91

SUBJECT: AREA OF RESPONSIBILITY FOR THE HEATING FOREMAN, THE HEATERS AND THE HEATER HELPERS

I BATTERY HEATING FOREMAN

SAFETY

1. CONDUCTS RELEVANT SAFETY MEETINGS, HAVE SAFETY CONTACTS AND MAKES SAFETY OBSERVATIONS DAILY INVOLVING 4 HEATERS (SECTION II), 6 HEATER HELPERS (SECTION III) AND 2 SPRAY PEOPLE (SECTION IV).
2. INSPECTS THE UNDERFIRE SYSTEM FOR GAS LEAKS ON REVERSING MALFUNCTIONS. INSPECTS THE COLLECTOR MAIN FOR ASKANIA AND TEMPERATURE MALUNCTIONS. INSPECTS HEATING AND SPRAYMEN LOG BOOK AND REPORTS FOR ABNORMAL CONDITIONS. INSPECTS COMPUTER FILES IN ORDER TO ESTABLISH AND MAINTAIN BATTERY HEATING PERFORMANCE. INSSPECT PUSHER MACHINE REPORTS AND RELATED CHARGING REPORTS FOR SITUATIONS WHICH MAY IMPAIR THE PUSHING SCHEDULE. INSPECTS ALL CHARTS.
3. DIRECT ALL MAINTENANCE ACTIVITIES RELATED TO THE HEATING DEPARTMENT.
 - A. MECHANICAL, ELECTRICAL AND INSTRUMENTATION DEPARTMENTS ON ROUTINE REPAIRS.
 - B. ALL OUTAGES INVOLVING REPAIRS TO THE COLLECTOR MAIN, DAMPER AND LIQUOR SYSTEM. OUTAGES INVOLVING PURGE OUT AND REPAIRS TO THE UNDERFIRE SYSTEM.
 - C. AUTHORS JOB SAFETY PROCEDURES FOR OUTAGES.
4. FORWARDS INFORMATION ON EQUIPMENT CHANGES, NEW TECHNOLOGIES, NEW REGULATIONS OR PROCEDURES AND POLICY CHANGES.
5. CONDUCTS QUESTIONS AND ANSWER SESSIONS FOR THE PURPOSE OF ESTABLISHING EFFECTIVE METHODS FOR DEALING WITH EMERGENCIES.
6. APPLIES MOTIVATIONAL TECHNIQUES TO ENCOURAGE AND MAINTAIN HIGH LEVEL OF JOB PERFORMANCE.
7. ON CALL 24 HOURS PER DAY TO HANDLE ANY PROBLEMS IN THE HEATING AT THE BATTERIES.
8. ROUTINELY WORKS 8-10 HOUR DAYS TO PLAN AND SUPERVISE THE OPERATION AND MAINTENANCE OF THE HEATING SYSTEM.

Implement + enforce SAFETY PROGRAMS thru inspection, Contacts and Mtgs

Also Conducts reg inspections of all heater/ Coll. main areas of responsibility to ID potential problem

Analyze 24 hr oper data to Adjust/modify oper to maximize productivity areas

10. INSURES THE HEATING DEPARTMENT IS OPERATED ACCORDING TO THE ACME STEEL COKE OVEN WORK RULES.

(11) ESTABLISH/CONTROL PROGRAM TO INSURE ^{PROCESS} EQUIP/MACHINERY/HARDWARE IS CLEAN AND SERVICEABLE - GAS UNDERFIRE - AIR SYSTEM, ect - GREASING program, cleaning headers - cocho ect -

II. HEATERS RESPONSIBILITIES

MAINTAIN BATTERY TEMPERATURES

1. TAKE FLUE TEMPERATURES EVERY SHIFT ON EVERY WALL PLUS 4 CROSS WALLS. (508 TOTAL FLUES)
2. PROCESS DATA AND MAKE ENTRIES ON THE COMPUTER.
3. MAKE ADJUSTMENTS AS NEEDED.
4. MONITORS PANEL BOARD.
5. OBSERVES OVEN PUSHES.
6. ROUTINELY CLEANS MEETING PINS, ORIFACES, ORIFACE THROATS, SWABS EMERGENCY AND REVERSING COCKS, RODS GAS RISER AND FLUES.
7. TAKES MONTHLY FLUE TEMPERATURES OF #1 AND #2 PUSHER SIDE/COKE SIDE FLUES.

MAINTAIN THE OVEN PUSHING SCHEDULE

1. MAKES MASTER SCHEDULE 24 HOURS IN ADVANCE.
2. CALCULATES COKING TIME.
3. PREPARE SCHEDULES FOR THE SHIFTS.
4. INITIATES REMEDIAL ACTION IN THE EVENT OF A PUSHING DELAY.

UNDERFIRE SAFETY

1. INSPECTS BASEMENTS AND ALLEYS FOR GAS LEAKS OR REVERSAL MALFUNCTIONS.
2. INITIATES PROPER PROCEDURES IN THE EVENT OF A GAS SUPPLY OR AIR FAILURE.
3. REPLACE ORIFACES AND SMALL PIPING AS REQUIRED.

COLLECTOR MAIN SAFETY

1. INSPECTS COLLECTOR MAIN FOR PROPER BACK PRESSURE REGULATION AND TEMPERATURES.
2. MAINTAIN BACK PRESSURE AND TEMPERATURE MANUALLY AS NECESSARY.

3. ASSISTS OVEN TOP FOREMEN DURING EMERGENCIES.

III. HEATER HELPER RESPONSIBILITIES

MAINTAIN BATTERY TEMPERATURE

1. REMOVE FLUE INSPECTION CAPS.
2. ROUTINELY MONITORS PANEL BOARD, CHANGES CHARTS AND CALCULATES GAS FLOW.
3. ASSISTS IN THE ROUTINE CLEANING OF METERING PINS, ORIFACES, ORIFACE THROATS, SWABS EMERGENCY AND REVERSING COCKS AND RODS GAS RISERS AND FLUES.
4. CLEAN AIR BOXES AND GREASE AIR BOX LEAKAGE.
5. GREASE REVERSING AND EMERGENCY COCKS AND REVERSING MACHINE.
6. CLEANS ALL COKE OVEN GAS DISTRIBUTION HEADERS ONCE A YEAR.
7. DISASSEMBLES, CLEANS AND RE-ASSEMBLES ALL REVERSING COCKS ONCE A YEAR.

UNDERFIRE SAFETY

1. INSPECTS BASEMENTS AND ALLEYS FOR GAS LEAKS AND REVERSAL MALFUNCTIONS.
2. FOLLOWS PROPER PROCEDURE IN THE EVENT OF A GAS SUPPLY OR AIR FAILURE.
3. DRAINS DRIP LEGS EVERY SHIFT (TOTAL OF 8).
4. REPLACE ORIFACE AND SMALL PIPING AS NECESSARY.

COLLECTOR MAIN SAFETY

1. INSPECTS COLLECTOR MAIN FOR PROPER REGULATION OF BACK PRESSURE AND TEMPERATURES.
2. MAINTAIN BACK PRESSURE AND TEMPERATURES MANUALLY AS NECESSARY.
3. EXERCISES #1 AND #2 BATTERY THROTTLE VALVE.
4. ASSIST OVEN TOP FOREMAN DURING COLLECTOR MAIN EMERGENCIES.

1. CLEANS CONTROL ROOM.
2. CLEANS PUSHER SIDE/COKE SIDE ALLEYS.
3. CLEANS COMBUSTION AIR TUNNEL AND FILTER.
4. CLEANS DECARB AIR FILTER.
5. CLEANS BASEMENT FLOORS AND SUMPS.
6. CLEANS COLLECTOR MAIN ASKANNIA CONTROL BOOTHS.
7. CLEANS AREA AROUND COKE OVEN GAS PRE-HEATERS.
8. CLEAN NORTH AND SOUTH GROUND LEVEL AREAS OF BATTERIES.

IV. SPRAYMANS RESPONSIBILITIES

MAINTAIN BATTERY COLLECTOR MAINS

1. PUNCHES OUT ALL LIQUOR SPRAYS DAILY.
2. ROUTINELY GREASE ALL DAMPERS AND REPAIRS ANY MALFUNCTIONING DAMPERS.
3. ROUTINELY GREASES AND EXERCISES ALL MILL WATER AND LIQUOR VALVES.
4. ROUTINELY INSPECTS THE COLLECTING MAIN FOR TAR DEPTH.
5. ROUTINELY "SPOONS" THE COLLECTOR MAINS TO AID TAR DISPERSAL.

HOUSEKEEPING

1. KEEP COLLECTOR MAINS FREE OF ALL TRIPPING HAZARDS.
2. GREASE STORAGE AND TOOL STORAGE AREAS AND KEEP ORDERLY.
3. KEEPS REPORTS CURRENT AND UPDATED.

SAFETY

1. KEEP HAND TOOLS IN GOOD WORKING CONDITION.
2. INSPECT HOSES AND REPLACE AS NECESSARY.

ACME STEEL COMPANY
CHICAGO COKE PLANT

DATE: 02/16/91

COPIES TO:

TO: JACK GARZELLA

FROM: OVEN REFRACTORY FOREMEN

SUBJECT: DUTIES AND RESPONSIBILITIES OF THE OVENS REFRACTORY FOREMAN
AND DOOR REPAIRMAN

A. POSITION OBJECTIVES

1. TO MAINTAIN ALL THE REFRACTORIES AREAS ON THE COKE BATTERY.
2. TO ENFORCE THE WORK TO PREVENT LEAKAGES IN ORDER TO INSURE ALL EMISSION STANDARDS.
3. TO MAINTAIN ALL COKE OVENS DOORS ON THE BATTERY FOR E.P.A. STANDARDS.
4. TO MAINTAIN THE UPKEEP FOR ALL FORKLIFTS AND SCISSOR LIFTS ON THE BATTERY, FOR SAFETY AND HOUSE KEEPING. MAINTAIN HOUSE KEEPING IN THE DOOR REPAIR AND REFRACTORY AREAS.

B. PRIME DUTIES AND RESPONSIBILITIES

1. TO SUPERVISE 10 PATCHERS AND 6 DOOR REPAIRMEN. TRAIN ALL NEW DOOR REPAIRMEN AND MAINTAIN ON ONGOING TRAINING PROGRAM WITH ALL THE DOOR REPAIRMEN.
2. TO MAINTAIN PROPER AND SAFE WORK EQUIPMENT AND ENVIRONMENT (INCLUDING THE OVEN LAY DOWN RACKS).
3. TO INSURE ALL EMPLOYEES OF THEIR "RIGHT TO KNOW".
4. TO CONDUCT SAFETY MEETINGS, CONTACTS, OBSERVATIONS AND SPECIAL CONTACTS. INNOVATE SAFETY IMPROVEMENTS IN THE COKE OVENS AREA.
5. TO MAKE INSPECTIONS OF BATTERY TOPS, ELBOWS, TIE RODS, PUSHER SIDE AND COKE SIDE SMOKING FRAMES, OVEN DOORS, PACKING, REGENERATORS ON THE PUSHER SIDE AND COKE SIDE ALLEYS ON BOTH BATTERIES, CHARGING HOLES, PUSHER SIDE AND COKE SIDE BENCHES, BUCKSTAYS, OVEN WALLS, PUSHER SIDE AND COKE SIDE LENTALS, DOOR EXTRACTORS, SPOTTING DEVICES ON THE PUSHER MACHINES AND THE DOOR MACHINES (INCLUDING JAMB CLEANERS ON THE DOOR MACHINES). SPOT CHECK STANDPIPE AND GOOSENECK CONDITIONS. ALSO SPOT CHECK THE BY-PRODUCTS SUCTION AND COLLECTOR MAIN BACK PRESSURES. INSPECT LATCH BRACKETS AND DOOR FRAME CLIPS.

6. INSPECT FOR DAMAGED BRICK INSIDE OF THE OVENS ON THE BATTERIES.
7. PREPARE WORK SCHEDULE FOR EMPLOYEES.
8. ENFORCE THE PRIMARY SAFETY PROGRAMS THROUGH INSPECTIONS, CONTACTS AND MEETINGS.
9. KEEP ALL AREAS OF RESPONSIBILITY CLEAN AND ORDERLY.
10. MAKE SURE THE CORRECT REFRACTORY MATERIALS ARE USED FOR REPAIRS ON THE COKE OVENS.
11. KEEP UPDATED ON ALL TOOL, SAFETY, REFRACTORY REPAIR AND ATTENDANCE RECORDS.
12. ON CALL 24 HOURS PER DAY TO CORRECT REFRACTORY PROBLEMS AND PROVIDES WEEKEND COVERAGE AS A GENERAL FOREMAN. ROUTINELY WORKS 8-10 HOUR DAYS SUPERVISING AND PLANNING FUTURE ACTIVITIES.
13. MAKE SUGGESTIONS FOR ANY IMPROVEMENTS IN AREA OF RESPONSIBILITY.
14. ATTEND ALL OPERATION AND PLANNING MEETINGS, SAFETY MEETINGS AND TRAINING SEMINARS.
15. RECORD DOOR CLEANING INSPECTIONS ON A DAILY BASIS.
16. RECORD SURVEY OF LEAKING OVEN DOORS ON A DAILY BASIS.
17. PRIORITIZE OVEN DOORS TO BE REPAIRED THROUGH INSPECTIONS AND SURVEY RESULTS.
18. MONITOR THE SHIPPING OF OVEN DOORS TO BE REPAIRED.
19. RECORD MONTHLY INSPECTION ON ALL OVEN DOORS AND FRAMES.
20. RECORD QUARTERLY INSPECTIONS OF ALL OVEN DOORS AND FRAMES AND OVEN WALLS.
21. CROSS TRAINED TO FILL IN DURING TIMES OF EMERGENCY AND VACATIONS IN ALL AREAS OF THE OVENS.

C. DISCIPLINARY

1. DISCIPLINARY ACTION (IN COMPLIANCE WITH COMPANY POLICY) WILL BE GIVEN IN RESPONSE TO ANY PROBLEM. FOR EXAMPLE: AN EMPLOYEES ATTENDANCE OR IF AN EMPLOYEE FAILS TO DO AN ASSIGNED JOB.

**ACME STEEL COMPANY
CHICAGO PLANT**

02/15/91

TO: JACK GARZELLA

FROM: PERRY BRIDGEMEN

SUBJECT: AREAS OF RESPONSIBILITIES OF THE OVEN TOP FORMAN

SUPERVISORS OF THE COKE OVEN SHIFT OPERATION, INSURING THE ADHERENCE TO THE ESTABLISHED PRACTICES AND PROCEDURES THAT WILL PROVIDE QUALITY COKE DELIVERED TO THE BLAST FURNACE IN A SCHEDULED MANNER.

PRIME DUTIES AND RESPONSIBILITIES:

1. TO MAKE SURE THE CREW CONSISTS, AT THE BEGINNING OF THE SHIFT, OF ONE LARRY CAR OPERATOR AND 4 LIDMEN ON THE OPERATING SCHEDULE.
2. INSPECT #1 AND #2 LARRY CARS PRIOR TO THE START OF THE SHIFT TO INSURE PROPER WORKING ORDER. CHECK ALL SAFETY ASPECTS INCLUDING THAT THE CAR CANNOT TRAVEL WHEN DROP SLEEVES ARE DOWN. SEE THAT FIRE EXTINGUISHERS ARE IN PLACE AND SERVICEABLE CHECK INDICATOR LIGHTS ARE IN PROPER CONDITION.
3. AT THE START OF THE SHIFT, CROSS EACH BATTERY TO INSURE CHARGING STEAM HAS NOT BEEN LEFT ON AN OVEN.
4. TAKE CORRECTIVE MEASURES IF A MEMBER OF THE CREW REPORTS OFF BY COMMUNICATING WITH THE GATE GUARD ON A CALL OUT PROCEDURE.
5. MAKE SURE EMPLOYEES ARE FIT TO WORK, SUCH AS HAVING PROPER SAFETY EQUIPMENT IN SERVICEABLE CONDITION.
6. ASSIGN DUTIES TO EMPLOYEES INCLUDING GIVING A COPY OF THE PUSHING SCHEDULE FOR THEIR SHIFT.
7. HAVE SAFETY MEETING WITH THE CREW.
8. TAKE CORRECTIVE MEASURES FOR ANY ABNORMAL WORK PROCEDURE OR UNSAFE ITEM INVOLVING AN EMPLOYEE.
9. INSPECT THE CREWS WORK FOR PROPER PROCEDURES.
10. OBSERVE WORK PERFORMANCE AND MAKE SURE THE EMPLOYEES ARE APPLYING GOOD WORK PRACTICE AND WORKING IN A SAFE MANNER BASED ON COMPANY POLICIES.
11. MAINTAIN GOOD HOUSE KEEPING PRACTICES, PAYING PARTICULAR ATTENTION TO INDIVIDUALS ASSIGNED EQUIPMENT AND AREAS OF RESPONSIBILITY.

12. MAKE SURE EMPLOYEES DO NOT ABUSE WORK TOOLS AND MACHINERY.
13. RECORD ALL SAFETY MEETINGS, OBSERVATIONS, MSDS, SPECIFIC JOB CONTACTS AND J.S.A.'S. *to meet or exceed Primary Safety Program Requirements -*
14. TRAIN NEW EMPLOYEES ON THEIR JOBS AS A LIDMAN OR AS A LARRY CAR OPERATOR.
15. REVIEW SAFETY IMPORTANCE AND JOB RESPONSIBILITIES.
16. MOTIVATE THE CREW TO DELIVER QUALITY WORK PRODUCTION IN A SAFE MANNER AND SEEK WAYS TO IMPROVE THE INDIVIDUALS SKILLS AND TO REFINE THE OPERATION. *ALSO INCLUDES TRAINING OF "New" EMPLOYEES*
17. SEE THAT EMPLOYEES FOLLOW REGULATIONS AND STANDARDS SET BY THE COMPANY AND O.S.H.A.
18. TO HANDLE ALL DISCIPLINARY PROBLEMS.
19. TO HANDLE ANY ACCIDENTS THAT MAY OCCUR.
20. FOLLOW UP ON ANY ACCIDENTS WITH AN INVESTIGATION REPORT, INCLUDING WAYS TO RECTIFY THE PROBLEM SO THAT IT DOES NOT OCCUR AGAIN.
21. MAINTAIN A MAINTENANCE REPORT.
22. MAINTAIN GOOD OPERATING PRACTICES.
23. TAKE CORRECTIVE MEASURES WHEN THE BATTERY TEMPERATURE OR BACK PRESSURE IS UNDER ABNORMAL CIRCUMSTANCES.
24. MAKE SURE THAT LIQUOR, SPRAYS AND GAS PASSAGES ARE OPEN TO SPECIFICATIONS.
25. MAKE SURE COAL IS RUNNING FORM THE COAL BINS.
26. MAKE SURE THAT COAL WILL RUN OUT OF THE HOPPER.
27. DIRECT EMPLOYEES TO UNPLUG HOPPER, CHARGING HOLE OR STANDPIPE.
28. BLOW DOWN IN CHARGING BINS WHEN NECESSARY.
29. TAKE CORRECTIVE ACTION WHEN MACHINERY IS DOWN.
30. KEEP RADIO CONTACT WITH THE TURN FOREMAN IN THE EVENT OF COMPLICATIONS AND ASSIST HIM IN THE OPERATION TO MEET QUALITY PRODUCTION.
31. TAKE CORRECTIVE MEASURES WHEN COMPLICATIONS HAPPEN IN THE PLANT ON THE BACK TURNS. (3/11 AND 11/7 SHIFTS)
32. ASSIST OTHER FOREMEN WITH AN OVEN OR A SERIES OF OVENS WHICH APPEAR FROM ON TOP TO EXHIBIT THE POTENTIAL TO CAUSE DIFFICULTIES. INSPECT FOR GREEN OVENS OR COOL SPOTS AT COKE OR PUSHER SIDE OUTER FLUES WHICH COULD INDICATE POSSIBLE EMISSION PROBLEMS. ALSO LOOK FOR PROBLEMS OVENS THAT WILL NOT PUSH OUT.

33. COMMUNICATE WITH OPERATORS ON PROBLEM OVENS.
34. ASSIST FOREMEN WHEN HAVING PROBLEMS WITH EQUIPMENT, H.K.C., QUENCH STATION OR ANY OTHER MATTER THAT OCCURS.
35. MAKE SURE THAT SUPPLIES ARE IN GOOD CONDITION AND AVAILABLE TO CREW MEMBERS WHEN NEEDED. SEE THAT ALL MATERIALS ARE PRESENT AND IN SUFFICIENT QUANTITY TO COMPLETE THE SHIFT.
36. CHECK GAUGES ON AN HOURLY BASIS THROUGHOUT THE SHIFT FOR CORRECT TEMPERATURES, BACK PRESSURE, CHARGING STEAM PRESSURE, COLLECTOR MAIN TEMPERATURES AND LIQUOR TEMPERATURES. INSPECT PROPER OPERATION OF THE ASKANIA'S
37. TAKE WHATEVER STEPS NECESSARY TO MAINTAIN THE COLLECTOR MAIN WITHIN ACCEPTED TEMPERATURE AND PRESSURE RANGES BY ADJUSTING PRESSURE OR CHANGING THE NUMBER OF SPRAYS.
38. NOTIFY TECHNICIANS WHEN AN ITEM OR EQUIPMENT NEEDS REPAIRS.
39. ON 11/7 SHIFT, GO TO THE CHARGING BIN, SEE THE LOCATION OF THE COAL AND WORK WITH THE LARRY CAR OPERATOR TO GET THE COAL TO RUN.
40. INSPECT AND SIZE GOOSENECK UPTAKES AND INNER GOOSENECKS WITH A DISC AND WATER BLAST WITH HI-PRESSURE WATER WHEN NEEDED.
41. INSPECT THE CHARGING HOLES AND LIQUOR SPRAYS OF THE OVENS ON THE SCHEDULE.
42. MAKE SURE AMPLE SUPER 3000 IS STORED IN MAN SHANTY'S (KEPT WARM IN VERY COLD WEATHER)
43. AT LEAST ONCE ON THE 3/11 SHIFT AND 11/7 SHIFT, GO UP TO THE CHARGING BINS AND ASCERTAIN THE LEVEL OF COAL IN EACH OF THE FOUR BINS AND ITS ATTAINABILITY.
44. INSURE THAT E.P.A. EMISSION STANDARDS WITH REGARD TO RISER CAPS, LIDS ~~AND~~ SIDE STEAM PLUGS ARE MAINTAINED. *AND CHARGING PROCEDURES*
45. INSPECT THE COLLECTOR MAIN AND ANY BREACHES TO ITS INTEGRITY ARE ADDRESSED AS SOON POSSIBLE.
46. CHECKS CHARGING STEAM AFTER EACH SERIES TO INSURE EXCESS AIR AND LIQUOR DO NOT ENTER THE OVEN CHAMBER.
47. BECAUSE OF THE MINIMAL NUMBER OF PEOPLE, WHEN A MEMBER OF THE CREW GETS SICK, HE PERFORMS THE WORK OF THAT PERSON UNTIL A REPLACEMENT IS OBTAINED.
48. OBSERVES WORK PERFORMANCE OF 2 SPRAYMEN AND 8 PATCHERS.
49. ISOLATES FOR MAINTENANCE THE ARE AND /OR MACHINE TO BE REPAIRED.
50. INITIATES HOT WORKS PERMIT.

ACME STEEL COMPANY
CHICAGO COKE PLANT

June
19th

02/15/91

TO: JACK GARZELLA
FROM: PERRY BRIDGEMEN
SUBJECT: DUTIES OF THE OVENS GENERAL FORMAN

POSITION OBJECTIVE

RESPONSIBLE FOR THE THREE SHIFT OPERATION OF THE COKE OVENS. ASSIST IN THE ESTABLISHMENT AND IMPLEMENTATION OF SOUND OPERATING PRACTICES AND PROCEDURES THAT WILL PROVIDE QUALITY COKE DELIVERED TO THE BLAST FURNACE IN A SCHEDULED MANNER.

SAFE
1

Currently, 10 Salaried ^(myself included) 4 Hourly Assets -

1. SCHEDULE 11 SALARIED FOREMEN AND 2 HOURLY ASSISTANT FOREMAN FOR SAFETY MEETINGS, TRAINING SESSIONS, INFORMAL MEETINGS AND THEIR WORK SCHEDULES.
2. ATTEND ALL SAFETY MEETINGS AND OPERATIONS MEETING PERTAINING TO COKE PLANT OPERATIONS. ~~Review~~ Communicate Objectives to ~~Supervisory Staff~~ Supervisory Staff
3. IMPLEMENT TRAINING AND SAFETY PROGRAMS FOR EMPLOYEES ON THE BATTERY. INSURE ALL EIGHT TRAINING PROGRAMS ARE SHOWN TWICE A YEAR TO ALL BATTERY EMPLOYEES.
4. INSURE ALL NEW EMPLOYEES ARE INDOCTRINATED TO NEW JOBS AND SAFETY PROGRAMS.
5. SCHEDULE ALL BATTERY PERSONNEL FOR COKE PLANT PHYSICALS.
6. KEEP TRACK OF ALL ATTENDANCE RECORDS AND ABSENTEE PERCENTAGES.
7. REVIEW ALL DISCIPLINE AND HANDLE GRIEVANCE MATTERS IN COMPLIANCE WITH COMPANY POLICY.
8. FILE AND KEEP ALL RECORDS PRODUCED ON THE BATTERIES.
9. INTERACT WITH ALL DEPARTMENTS (COAL HANDLING, BY-PRODUCTS, MAINTENANCE SHOP, PERSONNEL ETC., TO ENSURE SMOOTH OPERATIONS.

Facilitate plant

10. SCHEDULE ALL BATTERY PERSONNEL ON WEEKLY WORK SCHEDULES. SCHEDULE ALL VACATIONS TO MAINTAIN A SOUND OPERATION ON THE BATTERIES.
11. MAINTAIN HOUSE KEEPING FOR THE COKE BATTERIES, MACHINERY AND COKE BATTERY AREA.
12. INSURE ALL OPERATION PRACTICES THAT WILL PROTECT THE BATTERIES AND EQUIPMENT FROM PREMATURE FAILURE AND INSURE COMPLIANCE WITH CITY AND GOVERNMENTAL REGULATIONS. CORRECT ABNORMAL OPERATING CONDITIONS IN A SAFE AND TIMELY MANNER.
13. INSPECT BATTERIES, MACHINES AND ALL OTHER RELATED EQUIPMENT TO IMPROVE OPERATIONS.
14. TAKE INVENTORIES ON ALL SPARE EQUIPMENT TO MAINTAIN GOOD OPERATIONS.
15. WORKS CLOSELY WITH THE MAINTENANCE SHOP TO MINIMIZE DELAYS.
16. KEEPS CLOSE WATCH ON HEATING TO INSURE GOOD QUALITY PRODUCTION.
17. KEEPS CLOSE WATCH ON REFRACTORY MATERIAL AND MAINTAINS GOOD REFRACTORY REPAIRS.
18. COORDINATE BATTERY OPERATIONS WITH SHOP AND REFRACTORY REPAIRS.
19. INSURE ALL SAFETY RULES ARE BEING FOLLOWED AND ADHERED TO.
20. COVER WEEKEND OPERATIONS FOR THE COKE PLANT.
21. BE ON CALL 24 HOURS FOR BATTERY SUPERVISORS FOR HELP OR INFORMATION.
22. INSURE CROSS TRAINING TO TOP FOREMEN, OVEN FOREMEN AND HEATING FOREMAN TO FILL FOR EACH OTHER DURING VACATIONS AND OTHER PROBLEMS.
23. *NO LONGER VIABLE* COORDINATE INSPECTIONS THREE TIMES A WEEK WITH CITY E.P.A. INSPECTORS.
24. COORDINATE INSPECTIONS WITH ALL STATE AND FEDERAL INSPECTORS.
25. COORDINATE WITH SAFETY DEPARTMENT SPECIAL TRAINING AND SAFETY WALK-AROUND INSPECTIONS.
26. INSURE ALL FORKLIFT AND SCISSORS LIFT TRAINING IS DONE TWICE A YEAR BY SUPERVISORS.

27. INSURE ALL FORKLIFT AND SCISSOR LIFT TRAINING IS DONE EVERY 3 YEARS BY AN OUTSIDE TRAINING CONTRACTOR.
28. INSURE ALL INSPECTION REPORTS ARE COMPLETED DAILY ON MACHINES IN SERVICE.
29. KEEP OVERTIME DOWN TO A MINIMUM.
30. KEEP GOOD INVENTORY ON SAFETY SUPPLIES WITH THE STOREROOM.
31. REVIEW COST REDUCTION ITEMS AND IMPLEMENTING THEM.
32. ALWAYS STRIVE TO KEEP MORALE OF THE SUPERVISORS HIGH AND IN GOOD REPORE.
33. KEEP BATTERY SUPERVISORS INFORMED AS TO DAILY OPERATIONS AND CHANGES.
34. ATTEND SAFETY MEETING HELD BY SUPERVISOR ONCE A WEEK WITH HIS CREW.
35. OBSERVE ALL SUPERVISORS DURING THEIR DAILY OPERATIONS.
36. ON CALL 24 HOURS A DAY TO HANDLE PROBLEMS WITH THE COKE BATTERIES.
39. ROUTINELY WORK 10 HOUR DAYS SUPERVISING AND PLANNING PRESENT AND FUTURE OPERATIONS.
38. COVER WEEKENDS PER SUPERINTENDENT.
39. COORDINATE BATTERY REFRACTORY AND DOOR MAINTENANCE ACTIVITIES WITH OPERATING CREWS.
40. IMPLEMENT AND ENFORCE PLANT SAFETY PROGRAMS THROUGH INSPECTIONS AND MEETINGS AND INNOVATE SAFETY IMPROVEMENTS IN THE COKE OVEN AREA.
41. INITIATE HOT WORKS PERMITS.

(3) APPLIES MOTIVATION TECHNIQUES TO ENCOURAGE, MAINTAIN ^{SUBORDINATE} SUPERVISORY PERFORMANCES

- 42- Review materials and methodology to MAXIMIZE EFFICIENCIES AND MINIMIZE COSTS —
- 43- Regularly participate and ~~promote~~ PROMOTE TQIP.
- 44- Asst - DIV MGR to DEVELOPE PRO/PLAN - BUDGET
- 45- Justify ALL EXPENDITURES - Control Costs
- 46 DEVELOPE EMPLOYEE TRAINING PROGRAMS, implementation AND Control of SAME —
- 47 PLAN, COORDINATE, CONTROL PRO. OUTAGES - WASAR MAINT ITEMS —

MOVE THESE TO ITEMS 5, 6, 7, 8, 9, 22B

OVGLFM.CLH

ACME STEEL COMPANY
CHICAGO COKE PLANT

3/17/98

TO: JACK GARZELLA

FROM: DOUG PODGORNÝ

SUBJECT: DUTIES OF THE OVENS AREA MANAGER

POSITION OBJECTIVE:

RESPONSIBLE FOR THE THREE SHIFT OPERATIONS OF THE COKE OVENS. TO ASSIST IN THE ESTABLISHMENT AND IMPLEMENTATION OF SOUND OPERATING PRACTICES AND PROCEDURES THAT WILL PROVIDE QUALITY COKE DELIVERED TO THE BLAST FURNACE IN A SCHEDULED MANNER.

1. RESPONSIBLE TO AID IN THE CREATION OF THE DEPARTMENT BUDGET.
2. MONITOR SPENDING TO INSURE COST EFFECTIVE SPENDING WITHIN THE CONFINES OF THE ESTABLISHED BUDGET.
3. AID IN SETTING PLANT PRODUCTION PLAN GOALS AS RELATED TO THE BATTERY OPERATIONS.
4. INITIATES DEPT. M.R.A. AND CAPITAL PROJECTS.
5. INSURES THROUGH COORDINATION OF SUBORDINATE ACTIVITIES THAT ALL ENVIRONMENTAL REGULATIONS ARE MET.
6. SCHEDULES FOR WORK 11 SALARIED SHIFT MANAGERS AND 3 HOURLY ASSISTANT SHIFT MANAGERS FOR SAFETY MEETINGS AND TRAINING SESSIONS.
7. ATTEND ALL SAFETY MEETINGS AND OPERATIONS MEETINGS PERTAINING TO THE COKE PLANT OPERATIONS.
8. IMPLEMENT TRAINING AND SAFETY PROGRAMS FOR EMPLOYEES ON THE BATTERY. INSURE ALL EIGHT TRAINING PROGRAMS ARE SHOWN TWICE A YEAR TO ALL BATTERY EMPLOYEES.
9. REVIEWS AND PARTICIPATES IN NEW EMPLOYEE REVIEWS TO INSURE ALL NEW EMPLOYEES ARE INDOCTRINATED INTO NEW JOBS AND SAFETY PROGRAMS.
10. SCHEDULE ALL BATTERY PERSONNEL FOR COKE PLANT PHYSICALS.
11. MONITORS EMPLOYEE ATTENDANCE RECORDS AND ABSENTEE PERCENTAGES.

12. INVESTIGATES ALL DISCIPLINARY ACTION AND HANDLES GRIEVANCE MATTERS IN COMPLAIN WITH COMPANY POLICY.
13. FILES AND KEEPS ALL RECORDS PRODUCED ON THE BATTERIES.
14. INTERACTS WITH ALL DEPT. (COAL HANDLING, BY-PRODUCTS, MAINT. SHOP, PERSONNEL, ETC.) TO INSURE SMOOTH OPERATIONS.
15. SCHEDULE ALL BATTERY PERSONNEL ON WEEKLY WORK SCHEDULES. SCHEDULE ALL VACATIONS TO MAINTAIN THE CONTINUITY OF THE OPERATION ON THE BATTERIES.
16. MONITORS ASSIGNED HOUSEKEEPING AREAS FOR THE COKE BATTERIES, MACHINERY AND COKE BATTERY AREA.
17. MONITORS AND IMPLEMENTS ALL OPERATION PRACTICES THAT WILL PROTECT THE BATTERIES AND EQUIPMENT FROM PREMATURE FAILURE AND INSURE COMPLIANCE WITH CITY AND GOVERNMENTAL REGULATIONS. CORRECT ABNORMAL OPERATING CONDITIONS IN A SAFE AND TIMELY MANNER.
18. INSPECT BATTERIES, MACHINES AND ALL OTHER RELATED EQUIPMENT TO IMPROVE OPERATIONS.
19. INVENTORIES ON CRITICAL SPARE EQUIPMENT TO MAINTAIN GOOD OPERATIONS.
20. MONITORS AND ORGANIZES ACTIVITIES WITH THE MAINTENANCE SHOP IN ORDER TO MINIMIZE DELAYS.
21. MONITORS HEATING DEPT. ACTIVITIES TO INSURE GOOD QUALITY PRODUCTION.
22. MONITORS REFRACTORY MATERIAL INVENTORIES AND MAINTAINS GOOD REFRACTORY REPAIR PROCEDURES.
23. COORDINATE BATTERY OPERATIONS WITH SHOP AND REFRACTORY REPAIRS.
24. INSURE ALL SAFETY RULES ARE BEING FOLLOWED AND ADHERED TO. DEVELOPS PROCEDURES WHERE IT IS REQUIRED.
25. COVER WEEKEND OPERATIONS FOR THE COKE PLANT.
26. BE ON CALL 24 HOURS FOR THE BATTERY SUPERVISORS FOR HELP OR INFORMATION REGARDING BATTERY OPERATIONS.

27. INSURE CROSS TRAINING TO TOP FOREMEN, OVEN FOREMEN, AND HEATING FOREMEN TO FILL FOR EACH OTHER DURING VACATIONS AND OTHER PROBLEMS.
28. COORDINATE INSPECTIONS DAILY WITH THE METHOD 303 INSPECTORS.
29. COORDINATE INSPECTIONS WITH ALL STATE AND FEDERAL INSPECTORS.
30. COORDINATE WITH SAFETY DEPARTMENT SPECIAL TRAINING AND SAFETY WALK-AROUND INSPECTIONS.
31. INSURE ALL FORKLIFT AND SCISSORS LIFT TRAINING IS DONE TWICE A YEAR BY SUPERVISORS.
32. INSURE ALL FORKLIFT AND SCISSOR LIFT TRAINING IS DONE EVERY 3 YEARS BY AN OUTSIDE TRAINING CONTRACTOR.
33. INSURE ALL INSPECTION REPORTS ARE COMPLETED DAILY ON MACHINES IN SERVICE.
34. SCHEDULES OPERATIONS AND ANCILLARY ACTIVITIES TO MINIMIZE PRODUCTION LOSS AND REQUIRED OVERTIME.
35. MONITORS INVENTORY ON SAFETY SUPPLIES WITH THE STOREROOM.
36. REVIEW COST REDUCTION ITEMS AND IMPLEMENTING THEM.
37. ALWAYS STRIVE TO KEEP MORALE OF THE SUPERVISORS HIGH AND IN GOOD REPORE.
38. KEEP THE BATTERY SUPERVISORS INFORMED AS TO DAILY OPERATIONS AND CHANGES.
39. ATTEND SAFETY MEETINGS HELD BY SUPERVISOR ONCE A WEEK WITH HIS CREW.
40. OBSERVE ALL SUPERVISORS DURING THEIR DAILY OPERATIONS.
41. COVER WEEKENDS PER SUPERINTENDENT.
42. COORDINATE BATTERY REFRACTORY AND DOOR MAINTENANCE ACTIVITIES WITH THE OPERATING CREWS.
43. IMPLEMENT AND ENFORCE PLANT SAFETY PROGRAMS THROUGH INSPECTIONS AND MEETINGS AND INNOVATE IMPROVEMENTS IN THE COKE OVEN AREA.
44. INITIATE HOT WORKS PERMITS.

ACME STEEL COMPANY
CHICAGO COKE PLANT

Date: 02/16/91

Copies To:

To: JACK GARZELLA

From: CHUCK KOZAR

Subject: DUTIES AND RESPONSIBILITIES OF COKE OVENS TURN FOREMAN

POSITION OBJECTIVE

Supervision of the coke oven shift operation, insuring the adherence to established practices and procedures that will provide quality coke to the Blast Furnace in a scheduled manner.

PRIME DUTIES AND RESPONSIBILITIES

1. See to it that a full crew is available to work the shift and make available to the gate guard and call outs to cover absenteeism.
2. Implement and enforce plant safety programs through inspections, contacts and meetings. Innovate safety improvements in the coke oven area.
3. Communication with and control of the bargaining unit to meet production schedules, to achieve a safety working environment and to comply with government regulations.
4. Make decisions that will protect ovens machinery and the coke batteries from damage.
5. Insure that employees supervised maintain a high standard of housekeeping at the coke battery bench level.
6. Handle disciplinary and grievance matters in compliance with company policies.
7. Inspect the ovens pushing schedule and make any production changes needed.
8. Prepare any maintenance to be done on the batteries or in its areas.
9. Hold a daily safety meeting with the crew on turn, informing them what has happened in our department from the last work day. Review any accidents that happened on the batteries or in the plant.
10. Assist in getting the shift started. Supply any equipment needed, such as sharpened bars or cleaning tools.

11. Inspect machinery that is not in use, such as the spare door machine, pusher machine and quench car. Contact the Shop Foreman to plan any repairs to be done. On off turns (3/11 and 11/7 shifts), contact the proper foreman for repairs needed if unable to repair by himself. Also, supervise any call out personnel on repair jobs.
12. Go to each man and observe him doing his job, for the purpose of instruction, corrective actions and also for safety contacts.
13. Make a visual inspection of the coke batteries, noting any areas in need of attention or jobs to be completed during the day shift where more employees are available (such as patchers, door adjusters, mechanical technicians and electrical technicians).
14. Make a visual inspection of the quench station, the H.K.C. System and the coke wharf area. Observe coke being quenched and make adjustments in quenching time or drain time if necessary. Switch quench pumps on the back turns to provide coke moisture and fire control if necessary. See that the quench car is catching the load properly, as this controls coke moisture and E.P.A. commitments to pushing emissions.
15. Be in contact with the Ovens Top Foreman during the shift and to assist him in carrying out his responsibilities.
16. Oversee the entire oven operation and that all employees are following the proper pushing and charging sequence. Observe that employees are wearing all safety equipment properly.
17. Introduce all new ovens personnel to the battery operations, showing training and videos. Hold direct safety discussions on battery practices and make sure all new employees know exactly what is required of them to work in the department. Due to hazards, requirements of state and federal E.P.A.'s and O.S.H.A. the standard "break-in" for a job on the ovens is two weeks.
18. Maintain all records, such as timesheets and safety records, on each employee in an up to date condition.
19. Review attendance records with employees and relay to them their performance.
20. Review twice a year to every employee, all videos regarding safe and efficient operations of the battery. At this time, all government E.P.A. films are reviewed.
21. Review the job safety analysis with each employee. This is a mandatory procedure and is continuous.
22. Make additional rounds of the operations as often as necessary.
23. To be available to all departments within the plant on the off turns. Notify the proper individuals (including any department General Foreman, Assistant Superintendent or the Superintendent of the plant) of any abnormal incidents that take place.

24. If any disciplinary action must be made on an employee, all steps necessary to insure safe and efficient operation will be taken.
25. Write up any accident reports as needed and to hold accident investigations.
26. To see that proper training of new employees is done properly with no short cuts.
27. To assist in all emergencies, no matter what they might be, such as mechanical, electrical or medical.
28. To advise the gate guard on any problems he may have during the shift concerning the ovens or the plant.
29. In the event of a pushing problem, sticker or carbon problem, take corrective actions as needed to protect the battery from thermal shock.
30. To see that the underfiring of the batteries is maintained. On 3/11 and 11/7 shifts, see that employees working in the basement are doing what their Heating Foreman has instructed.
31. At the beginning of the shift, when time cards are given to the foreman, he observes all employees to be sure they are ready for work.
32. To see that all equipment is in good working order for the next shift and that all positions are filled.
33. Brief your relief on all operations since his last turn.
34. Monitor the battery and protect the batteries and employees when the By-Products department has difficulties. Bleeding gas may become necessary. Alert the proper people.
35. Adjust the suction when necessary to control pressure on the ovens.
36. Contact the By-Products department, if problems with pushing arise, so they can monitor the gas flow.
37. Work with the Heater and Heater Helper when hand control (manual operation of the Askania) occurs. Controls pressure on ovens which effects the number of leaking doors which is monitored by various E.P.A.'s.
38. Check any ovens that push out at 200 amps or above to determine if the oven needs attention.
39. Make an annual safety inspection of the entire Department and complete proper forms relating to inspecting stairs, guards and fire extinguishers.
40. Notify the Heater of any "cool" ovens and to verify the reason. Have the Heater shoot crosswall on problem ovens if necessary.

41. Decarb ovens when carbon problems occur.
42. Align mobile equipment to clean the quench tracks and pusher pad. Adjust pushing schedule accordingly.
43. Directly supervises the pusher operator, the door machine operator, the quench car operator, three door cleaners, relief operator and Ovens Top Foreman. On 3/11 and 11/7 shifts, supervises Heater and Heater Helper.
44. Monitors the quality of the door and jamb cleaning on the shift to control door leakage. Make corrections and adjustments to the door cleaners methods and tools as required, to insure proper cleaning. Reports problems with any doors to the refractory foreman.
45. Constantly monitors the conditions of 100 different ovens while they are being pushed or charged to catch any problems while they are small and easily correctable, before they result in major damage to the battery. Among items that are monitored are wall conditions, temperatures, smoothness, proper amounts of wall and roof carbon, refractory conditions, amount of coke in an oven and whether it has been coked properly, amount of coal dragged back from the oven during the charge, where and why door leakage occurs (this is especially important on #2 Battery with its mailbox ovens).
46. Insures that his crew operates on the battery according to the work rules which are enforceable by the E.P.A.
47. Isolates for the maintenance personnel the area and/or machines to be repaired.
48. Initiates hot works permits.

ACME STEEL COMPANY
CHICAGO COKE PLANT

Date: 04/23/91

Copies To:

D. O'Hearn
P. Bridgemen

To: Jack Garzella

From: Hank Thomas

Subject: Door Repairman Responsibilities

1. Moving doors from pusher side to coke side rack.
2. Running door machine and pusher machine.
3. Removing bolts from doors - pusher side and coke side.
4. Replacing bolts in doors - pusher side and coke side.
5. Remove locking bars on pusher side and coke side.
6. Replace locking bars on pusher side and coke side.
7. Sandblasting doors in repair shanty.
8. Sandblasting doors on ovens.
9. Sandblasting elbows.
10. Burning bolts from doors - pusher side and coke side.
11. Removing chuck doors.
12. Removing chuck door springs.
13. Replacing chuck doors.
14. Replacing chuck doors carrier arms, pins and shims.
15. Adjusting doors - pusher side and coke side.
16. Operating man and walking lifts.
17. Removing doors from oven - pusher side and coke side.
18. Replacing doors from oven - pusher side and coke side.
19. Blow out locking bars - pusher side and coke side.
20. Housekeeping.
21. Seal plugs on doors - pusher side and coke side.
22. Replacing damaged bolts on doors - pusher side and coke side.
23. Weld plates over locking bars - pusher side and coke side.
24. Inspect compression on locking bar springs.

ACME STEEL COMPANY
CHICAGO COKE PLANT

Date: 04/23/91

Copies To:
D. O'Hearn
P. Bridgemen

To: Jack Garzella

From: Hank Thomas

Subject: Patchers Responsibilities

1. Small brick laying.
2. Blowing floors.
3. Pouring floors.
4. Dusting ovens.
5. Flooding tops of battery.
6. Lowering casting and pouring.
7. Replacing new casting and pouring.
8. Changing flue brick.
9. Changing flue casting brick.
10. Replacing pavement brick.
11. Replacing elbows.
12. Replacing standpipes.
13. Repacking top seal on standpipes.
14. Repairing sand seal base.
15. Building brick heads in empty ovens.
16. Dusting oven floors.
17. Planking oven floors.
18. Replacing frames - pusher side and coke side.
19. Packing frames - pusher side and coke side.
20. Rebrickng tie rods.
21. Digging out tie rods.
22. Pouring tie rods.
23. Spraying jams - pusher side and coke side.
24. Painting jams - pusher side and coke side.
25. Removing carbon from ovens.
26. Blocking up ovens - pusher side and coke side.
27. Blanking up oven - pusher side and coke side.
28. Housekeeping.
29. Sealing up doors.
30. Sealing up rise caps.
31. Sealing up lids.
32. Pouring elbows.
33. Repairing regenerators - pusher side and coke side bench level.
34. Repairing lintels - pusher side and coke side bench level.
35. Flooding riser in ovens basement.
36. Repairing benches - pusher side and coke side.

37. Pouring benches - pusher side and coke side.
38. Mixing spray material.
39. Getting their own material for jobs - no helpers.
40. Busting out elbows.
41. Painting charging holes.
42. Repairing regenerators - pusher side and coke side alleys.
43. Working with contractors (Fosbel).
44. Replacing seal plate.
45. Pouring seal plate.
46. Replacing glass blocks.
47. Pouring casting.
48. Pouring frames - pusher side and coke side.
49. Repairing air boxes on pusher side.
50. Removing weather shields.
51. Cutting bricks.
52. Unloading trucks.
53. Digging stickers.
54. Repair spray tanks, valves and piping .
55. Running man and forklift.

ACME STEEL COMPANY
CHICAGO COKE PLANT

DUTIES AND RESPONSIBILITIES OF COKE OVENS RELIEF SHIFT MANAGER

1. MEETS AND EXCEEDS ALL DUTIES AND RESPONSIBILITIES OF THE AREA MANAGER, REFRACTORY/ DOOR REPAIR MANAGER, AND HEATING MANAGER WHILE FILLING IN FOR VACATION VACANCIES. (CURRENT REQUIREMENT IS 21 WEEKS OF THE YEAR.)

2. AS INDICATED BY THE LAST SEVERAL OPERATIONAL AUDITS CONDUCTED BY INDEPENDENT CONTRACTORS, OUR OPERATION WITH RESPECT TO ENVIRONMENTAL AND BASIC WORK PRACTICE EXECUTION, HAS BEEN SEVERELY IMPACTED BY THE RECENT CLIMB IN PERSONNEL TURNOVER. IN RESPONSE TO THIS NEED, THE OVEN SHIFT RELIEF MANAGER HAS BEEN ASSIGNED TO DIRECTLY ORGANIZE AND SUPERVISE THE REQUIRED EMPLOYEE TRAINING PROGRAMS.

3. BALANCE OF THE YEAR-- THIS MANAGER IS RESPONSIBLE FOR IMPLEMENTATION AND CONTROL OF THE FOLLOWING:
 - A. TRAINING OF TOPSIDE CREWS-- BASIC OPERATING AND EMISSION CONTROL WORK PRACTICES--EACH OPER. CREW 2 WEEKS PLUS 4 ADDITIONAL WEEKS TO TRAIN NEW CREW REPLACEMENTS (TOTAL = 12 WEEKS)
 - B. REFRESHER TRAINING--AUTO SPOT, ALL PUSHER/ DOOR MACHINE/ SPELLMAN. (TOTAL = 8 WEEKS)
 - C. ORGANIZE/ IMPLEMENTS/ DOCUMENTS-- OSHA REQUIRED TRAINING, FILMS, ETC. --ALL CREWS (TOTAL = 8 WEEKS) 2 TIMES ANNUALLY.
 - D. SPECIAL ASSIGNMENTS (TOTAL = 3 WEEKS)

4. DAILY BASIS:
 - A. ORGANIZES DAILY MAINTENANCE REQUIREMENT FOR PRIORITIZATION BY AREA MANAGER
 - B. ASSISTS AREA MANAGER TO ASSEMBLE DATA AS REQUIRED.
 - C. MAINTAIN COMPUTER RECORDS DAILY ENTRIES.
 - D. TRAINS OTHER SUPERVISORS IN USE OF COMPUTER SYSTEM.
 - E. S.A.P. LIAISON FOR THE OVENS DEPARTMENT.