



**At Briteline Extrusions, our mission is to manufacture world-class aluminum products for our customers.**

<b>Job Title:</b>	Briteline Associate	<b>Department</b>	Shipping or any other dept
<b>Salary Range</b>	Wage Scale TBD	<b>Position type</b>	Full time
<b>Level</b>	Entry - 3	<b>Supervisor</b>	Dept. Supervisor/Manager

**Summary Description:** Loads, stacks, and/or racks product. Moves product between departments. Works in several different departments as assigned.

**Essential Duties:**

1. Follows work schedules, work orders and/or leader's directions to pull product into area on carts or racks.
2. Stacks, loads, racks or unracks product prior to or after processing.
3. Pushes racks or carts to next department for processing.
4. All Associates must know Briteline's standards of quality. Inspects all product as it is being handled, and notifies supervisor of any defects.
5. Enters information into computer system and prints labels from system.

**General Responsibilities:**

1. Maintains clean work area
2. Can work overtime
3. Follows applicable safety guidelines, including wearing PPE at all times. Follows "Right to Know" laws.
4. Performs other duties and works in other departments as assigned.

**Physical Requirements:**

1. Must be able to lift up to 49 lbs continuously on an individual basis; must be able to lift 65lbs in a team lift.
2. Must be able to work in a hot/cold, non-climate-controlled environment.
3. Must be able to stand, bend, twist, reach, and use both hands for up to 90% of a 9 hour shift. Must be able to walk through the Production area.
4. Must be able to squat up to 30% of the shift.
5. Must have normal range of vision and hearing with or without accommodations.
6. Must be able to work in a fast-paced environment.

**Other Requirements:**

1. Must be able to read and write in order to follow work orders, read product tickets, and fill out process paperwork
2. Previous warehouse or manufacturing experience preferred.
3. Must have basic computer skills in order to perform data entry, look up information, and print out labels.
4. Must be able to read and use measuring instruments such as a tape measure.
5. Must have basic math skills.

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**Briteline Associate**

I understand and agree to follow the requirements listed above for my job description.

\_\_\_\_\_  
Employee name, printed                  Employee signature                  Date

Reviewed by: \_\_\_\_\_  
Name    Date

Approved by: \_\_\_\_\_  
Name    Date

Last updated by: Linda D’Elia

5/14//20

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**At Briteline Extrusions, our mission is to manufacture world-class aluminum products for our customers.**

<b>Job Title:</b>	HR Director	<b>Department</b>	Administration
<b>Salary Range</b>	Wage scale tbd	<b>Position type</b>	Full time
<b>Level</b>	3-Senior Manager	<b>Supervisor</b>	President, Admin/Sales

**Summary Description:**

Responsible for providing a full range of human resource support for a manufacturing facility with 75+ employees, including payroll, recruitment, development, retention of team members, managing team compensation and benefit plans, ensuring compliance with federal and local labor laws. **Responsible for supervising the administrative duties for the company Safety programs.**

**Duties:**

1. **Recruitment:** Works with staffing agencies, search firms, on-line job boards, company social media sites, and community resources to recruit the best-suited candidates for Briteline job openings. Posts openings internally. Reviews candidates for qualifications and fit, interviews all candidates, and coordinates Manager or Supervisor interviews. Prepares job offers and presents offers to candidates or agencies as appropriate.
2. **On-boarding:** Develops and maintains new hire orientation program. Ensures Briteline team members complete application and authorization for background check. Sets up in-house drug screen with third party examiner. Provides candidate with packet of information to complete in order to enter their record into payroll. Reviews policies with new hire, and secures their signature acknowledging compliance. Conducts Safety Orientation with new hire.
3. **Performance:** Develops and maintains employee performance monitoring system to include periodic performance evaluations as per procedures, positive employee feedback, coaching and discipline issues, and discipline procedures. Insures completion of factual documentation. Provides assistance to supervisors regarding employee feedback and discipline issues and obtains approvals regarding employee terminations as necessary
4. **Training:** Oversees Briteline training programs and works closely with supervisors to ensure employees are trained safely and respectfully.
5. **Payroll:** Enters and maintains payroll data such as personal information, employment information, absences, tardies, use of PTO, pay changes, deduction changes, job changes, new hire entry, terminations. Processes weekly payroll for all employees. Prepares reports for timely processing of bonuses, Safety Bonuses and vacation. Maintains team member files and payroll files with all documentation.
6. **Reporting:** Generates and maintains company reports regarding retention, turnover, staffing agency performance, attendance, employee performance and other reports as required.

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## HR Director

7. **Benefits Administration:** Maintains records for employee benefits, including medical, dental, vision, disability, life, 401k/ESOP and voluntary benefits. Prepares annual census as requested by Broker.
8. **Employee relations:** Maintains Company bulletin boards, birthday and anniversary posts. With the Party Committee, plans and executes events such as Thanksgiving and Christmas celebrations, as well as team mate appreciation meals. Coordinates employee award and recognition programs. Under guidance of the President of Sales & Administration, manages contact with legal counsel on employee relations issues.
9. **Drug Screening:** Administers Company drug screening program.
10. **Company Policies:** Ensures consistent administration of Company Human Resource and Safety policies. Writes new policies and/or rewrites policies to conform to current law and to document new practices. Responsible for disseminating and communicating new policies to team population.
11. **Safety Administration:** With the Vice President of Manufacturing/Maintenance, supervises the Safety Coordinator. Safety Coordinator's areas of responsibility:
  - a. Quarterly safety inspections, documentation, requests for repairs
  - b. Safety Committee administration, bi-monthly meetings, agenda, followup and resolution of Committee recommendations.
  - c. Administrative of SDS books
  - d. Administration of OSHA written programs and schedule training using the "Safety Training Index".
  - e. Transports injured/sick employees for medical attention, and coordinates follow-up care. Communicates status of employee to appropriate management.
  - f. Works with the Worker's Comp carrier to file claims, follow up on status of claims.

### General Responsibilities:

1. Maintains clean work area
2. Can work overtime
3. Follows applicable safety guidelines, including wearing PPE at all times. Follows "Right to Know" laws.
4. Performs other duties and works in other departments as assigned.

### Physical Requirements:

1. Must be able to lift up to 25 lbs.
2. Must be able to work in a hot/cold, non-climate-controlled environment for up to 30% of some work days.
3. Must be able to sit at a computer for up to 90% of the workday.
4. Must have normal range of vision and hearing, with or without correction.
5. Must be able to work in a fast-paced environment

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**HR Director**

**Other Requirements:**

1. Must be degreed, and SHRM-CP certification preferred
2. Must have at least 5 – 8 years of experience in Human Resource management, preferably in a manufacturing environment. Prefer ADP payroll processing knowledge, **and some Safety administration experience**. Must have at least 2 years of previous supervisory experience.
3. Computer literacy including Microsoft Windows and Microsoft Office proficiency required.
4. Excellent written and verbal communication skills, as well as strong organizational skills required.

I understand and agree to follow the requirements listed above for my job description.

_____	_____	_____
Employee name, printed	Employee signature	Date
Reviewed by: _____	_____	_____
Name		Date
Approved by: _____	_____	_____
Name		Date
Last updated by: <u>L. D'Elia</u>		<u>5/19/2020</u>

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<b>Job Title:</b>	Safety Coordinator	<b>Department</b>	Administration
<b>Salary Range</b>	Wage Scale - TBD	<b>Position type</b>	Full time
<b>Level</b>	2	<b>Supervisor</b>	HR Director &VP Mfg

**Summary Description:**

Coordinates and implements established training programs for employee safety procedures and accident prevention. Inspects company facilities, distributes educational materials, provides recommendations for correcting or addition of precautions to ensure compliance with established regulations and improve safety. Ensures training and records are in compliance with all Federal, State, Regional and Local regulations. Continuously monitors the availability of medical, ergonomic and safety supplies. Works closely with Human Resources on Worker's Compensation claims, issues and procedures.

**Duties:**

1. Maintains schedule of facility self-inspection each month
  - Distributes self-inspection report to members of Safety Committee for inspection each quarter and distributes results to each department supervisor
  - Provides guidance to team members performing quarterly inspections.
  - Compiles recommendations resulting from quarterly inspections and distributes to the VP of Manufacturing, Production Manager, and Operations Manager.
2. Prepares all OSHA written programs and schedules training using the Safety Training Index.
3. Remains up-to-date on changes and new safety training programs available.
4. Maintains SDS books for departments, safety office and first responders.
5. Serves on Safety Committee; sends reminders for meeting attendance, takes minutes and distributes to key personnel. Tracks requests for safety improvements, sends requests for repairs to Maintenance.
6. Transports sick/injured team members to appropriate medical facility.
7. Coordinates follow-up care for the team member and communicates status to Supervisor and Sr. Managers.
8. Maintains inventory of safety equipment and supplies.
9. Coordinates annual safety programs:
  - Hearing tests
  - Fire drill
  - Annual inspections
  - PPE records (safety shoes and safety prescription glasses)

**General Responsibilities:**

1. Maintains clean work area
2. Can work overtime
3. Follows applicable safety guidelines, including wearing PPE at all times. Follows "Right to Know" laws.
4. Performs other duties and works in other departments as assigned.

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**Safety Coordinator**

**Physical Requirements:**

1. Must be able to lift up to 49 lbs continuously on an individual basis; must be able to lift 65 lbs in a team lift.
2. Must be able to work in a hot/cold, non-climate-controlled environment.
3. Must be able to stand for up to 30% of a 10 hour shift, and walk through the Production area.
4. Requires ability to bend and twist, for up to 20% of shift.
5. Must be able sit at a computer and type for up to 50% of a shift.
6. Must have normal range of vision and hearing, with or without correction.
7. Must be able to work in a fast-paced environment

**Other Requirements:**

1. Must have at least 2 years' experience in a Safety Coordinator/Administrator position.
2. Must have excellent written, interpersonal, and oral communication skills.
3. Must be able to multitask and keep work organized.
4. Adept computer skills in Microsoft Office and Windows is required.
5. Must have basic math skills.

I understand and agree to follow the requirements listed above for my job description.

Employee name, printed	Employee signature	Date

Reviewed by: Name	Date

Approved by: Name	Date

Last updated by: L. D'Elia	5/26/2020
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