

Position Description – KILN OPERATOR SOUTHERN CROSS CERAMICS

I. Position Overview

- i. Position Title: Kiln Operator
- ii. Area: Operations
- iii. Reports To: Production Manager
- iv. **Broad Focus:** To be responsible for the operation of the 15 metre and 25 metre gas fired kilns at Southern Cross Ceramics (SCC) in relation to the firing of product (ceramic tile) as directed by the Manufacturing Supervisor Vetrosa (Glass) and fire Ceramic Products (Tile).
- v. Position Brief: Operate Kiln

II. Key Tasks

- i. Determine and set up the correct firing cycle, check and undertake any scheduled maintenance of equipment as part of the pre production process. Select screen and set up vetrosa head.
- ii. Undertake
 1. -Pre-Production & Preparation of materials and equipment
 2. -Vetrosa head Set up
 3. -Check loaders and unloader
 4. -Cleaning & maintenance.
- iii. To manage and control the supply of product in and out of the kiln
- iv. Plan and schedule kiln throughput to maximize efficiency.
- v. Monitor and control kiln processes to maintain cost efficient production
- vi. Load Kiln and fire tiles at an optimum speed giving consideration to Standard Operating Procedures, equipment, skills and material quality.
- vii. Provision of information and advice in relation to the performance and operation of the Kilns to the Production Manager.
- viii. Maintain Kiln and supportive equipment ie loaders, conveyors, vetrosa head etc. checking to ensure it is continually up to standard specifications for performance, clean and safe to use.

III. Key responsibilities

- i. To set and operate loaders and vetrosa equipment to the maximum flow rate of the kiln and adjust accordingly.
- ii. Under direction to take responsibility for inspection of production on the line ensuring the necessary adjustment of production equipment/machinery setup.
- iii. Identify critical issues in relation to the performance and output of the kilns.
- iv. Ensure tiles are correctly loaded, fired and packaged in a safe, orderly and timely manner.
- v. To be responsible for and have a thorough understanding of general kiln maintenance.
- vi. Undertake an assessment of quality and packing of finished goods after firing
- vii. Prepare film for reproduction;
- viii. Determine film exposure settings;
- ix. Performs tests to determine exposure adjustments on scanner and adjust accordingly
- x. Operate graphic reproduction scanning equipment to produce and screen film separations of photographs or art for use in producing printing screens.
- xi. Clean and reclaim screens

IV. Remuneration/Conditions

- i. \$45K pa + Superannuation (Subject to experience and qualifications)
- ii. 38.67 hr – (4 day week)

V. Application – Strictly addressing the above criteria

- i. Ian Oglesby Corporate Services Manager - 95619911
- ii. Send Applications to: ianoglesby@sccceramics.com