

PLYWOOD INDUSTRY JOB EVALUATION PROGRAM

JOB DESCRIPTION

Plant No: _____

Plant Name: _____

Job Title: _____

Date Revised: _____ Points: _____ Grade: _____

Date Prepared: _____ Points: _____ Grade: _____

Person Interviewed or Comment: _____ No. of Incumbents: _____

1. ACTIVITIES OF MAIN JOB FUNCTION

.

2. MAKE AND MODEL OF ANY EQUIPMENT OPERATED BY INCUMBENT

.

3. EQUIPMENT RESPONSIBILITY (setting, adjusting and/or servicing)

.

Continued on Next Page...

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4. RELATED DUTIES (cleanup of equipment, immediate work area and other odd jobs)

.

5. REGULAR OR OCCASIONAL RELIEF DUTIES (List the extent of these duties and rate of pay)

.

6. REGULAR OR OCCASIONAL REPORTS, TALLIES AND/OR RECORDS

(List titles, purpose and disposal - attach sample)

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7. (a) WHO SUPERVISES YOUR WORK?

(b) DO YOU DIRECT OTHERS?

(c) HOW MANY AND WHOM?

8. (a) WHAT PHYSICAL ASPECT OF YOUR JOB DO YOU PERFORM THE MOST?

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(b) WHAT IS THE HEAVIEST WORK YOU DO?

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9. HOW COULD YOU INJURE SOMEONE OTHER THAN YOURSELF?

.

10. HOW COULD YOU GET INJURED?

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11. (a) DO YOU WORK INSIDE OR OUTSIDE? inside

(b) WHAT DISAGREEABLE OR UNCOMFORTABLE CONDITIONS ARE YOU EXPOSED TO?

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Important Instructions: The above job description constitutes the official record of the Industry Plywood Job Evaluation Committee. If and when a revision to job duties is necessary, the Plant Job Review Committee should use a copy of the job description and amend it by crossing out eliminated duties, adding new or revised duties in handwriting, and then completing the following signature section to show that agreement was reached.

THIS JOB DESCRIPTION HAS BEEN COMPLETED IN ACCORDANCE WITH THE PROVISIONS OF THE RELATED PLYWOOD SUPPLEMENT:

REVIEW COMMITTEE MEMBERS
FOR USW

REVIEW COMMITTEE MEMBERS
FOR MANAGEMENT

1 _____

2 _____

(Signatures)

3 _____

4 _____

THE ABOVE INFORMATION HAS BEEN CHECKED AND APPROVED BY:

FOR THE LOCAL UNION

FOR THE LOCAL MANAGEMENT

6 _____

(Name)

5 _____

(Position)

Important Note: Job Descriptions submitted for evaluation or re-evaluation must be signed by the Plant Job Review Committee Members, checked and approved by a representative of Plant Management, and then forwarded to the Local Union for final endorsement.