

Position: Iron Pourer

Reports To: Melt/Pouring Supervisor

Minimum Qualifications (preferred): High school diploma or equivalent, previous work-related skill, knowledge or experience is preferred. Knowledge of cast iron and ductile iron melt practices and processes preferred.

Key Responsibilities:

The iron pourer works with other employees to tap, transfer, and pour molten metal into molds.

- Job responsibilities and duties for this position:
 - o Adheres to all plant safety rules and procedures.
 - o Wears proper Personal Protective Equipment (i.e. face shield, safety glasses, gloves, leather apron, etc.).
 - o Inspects pouring equipment for defects and wear.
 - o Maintains proper material and equipment for production (i.e. chain/binder, ladle, crane, etc.).
 - o Performs preventative maintenance on assigned foundry equipment.
 - o Examines and prepares material to load into furnaces.
 - o Work with other pouring crew employees.
 - o Collects samples or signals workers to sample metal for analysis.
 - o Skim slag or removes excess metal.
 - o Examines molds to ensure that they are aligned and chained/weighted.
 - o Labels castings/molds with appropriate information (heat tags).
 - o Pours molten metal from ladles.
 - o Positions equipment or signals workers to position equipment, such as ladles.
 - o Help in cleaning and repairing furnace and ladle linings.
 - o Operates ladle heater.
 - o Properly operate equipment: Crane, Ladles, Ladle Heater, Temp Stick, Weight Scales (Table Top and Crane), Forklift, etc.
 - o Miscellaneous duties as required by the position or foreman / supervisor.

Reviewed / Approved By:	Title:	Date:
	President	
Revised By: Norman Hinton	Quality Manager	4/24/19



Job Description/Training Checklist

Iron Pourer

Foundry

Document #JDTC-30-004

Revision No: 3
 Revision Date: 4/24/19
 Issue No: 1
 Issue Date: 9-30-02
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Employee Name:			Date of Hire:
Sponsor:			(or) Date of Transfer:
Date	Trainer	Trainee	Training Received (List Document #'s Reviewed)
			1. Adheres to all plant safety rules and procedures.
			2. Proper use of Personal Protective Equipment.
			3. Housekeeping. General clean-up duties and responsibilities including castings, plant grounds, buildings, work areas, vehicles, and equipment.
			4. Hourly Employee Handbook.
			5. Forklift Training Program (if required by foreman).
			6. Quality System Orientation Training.
			7. Inspects in-process and finished molds/castings for non-conformances.
			8. Labels molds and castings with proper information.
			9. Inspects equipment for defects and wear.
			10. Performs preventive maintenance on assigned foundry equipment.
			11. Works with other pouring crew members.
			12. Pours molten metal into molds.
			13. Positions equipment or signals workers to position equipment such as ladles.
			14. Skims slag or removes excess metal.
			15. Transports metal punching, ingots, pigs, test bars/buttons, scrap, etc. to specific areas.
			16. Collects samples or signals workers to sample metal for analysis.
			17. Examines molds for proper alignment and correctly chained down, or weighted, before pouring.
			18. Operates controls to discharge metal from furnaces.
			19. Removes molten metal from furnaces and pours into molds by use of cranes and ladles.
			20. Helps clean and repair furnaces and ladles linings.
			21. Miscellaneous duties as required by position or foreman / supervisor.

			22. Basic knowledge of the Manufacturing Documentation system and departmental procedures, work instructions, and forms used during manufacturing, etc.
			23. Emergency operation and dump.

Other important information:

- Never use an obsolete revision of a Foundry Operating procedure, work instruction, form, Job Description, or Training Checklist. If in doubt, the current revision status of a document is available in the Foundry Quality System Binder located in the “yellow” MSDS cabinet or on the departments current computer ‘Server’ drive.
- Always check the calibration status label of calibrated equipment and never use an instrument that is out of calibration.
- If a document that you are using needs revision, make the department management or the Quality Assurance office aware so the appropriate changes can be made. If it isn’t right, let someone know. You are the most accurate input for changing documents.

I have been trained on each of the items listed above and am comfortable that I can safely perform the tasks specified on my Job Description.

Employee’s Signature Date

Sponsor’s Signature Date

Foundry Foreman Date