**Position Description**

 **Watchmen \_\_\_\_\_Initial**

**WATCHMEN GOALS**

Watchmen are integral to the operations at Northeast Prestressed Products, LLC. To be successful we must work together to achieve the following goals.

* Provide a safe and healthy environment by maintaining clean restrooms, lunchroom and other common areas.
* Successfully cure the concrete products by monitoring the boilers to assure an adequate supply of steam for the casting beds and to maintain the heat in the plant.
* Minimize company costs by conserving energy. Turn off equipment that is not in use, turn off lights during non-production hours and close doors during the heating season.

**PROCEDURES (including but not limited to :)**

* **Tend Boilers**
	+ **Check fire, coal, steam pressure, water level and ash conveyor every hour.**
	+ **Remove ashes at the end of shift and other times as required.**
	+ **Sweep boiler room, wash down when needed.**
	+ **Maintain heat in boiler rooms.**
	+ **Check heat in the garage, stone room boiler and sand room heaters during heating season.**
* **Take out Trash**
	+ **Empty trash cans throughout the plant, lunchroom, restrooms, tool room and offices.**
	+ **Put trash in dumpsters.**
	+ **Pick up recyclables at offices.**
* **Maintain Cures**
	+ **Check temperature clocks hourly when QA is not on duty.**
	+ **Adjust steam as required.**
* **Energy Conservation**
	+ **Turn off air compressors if not being used.**
	+ **Turn off lights on weekends wherever possible.**
	+ **Put boilers on summer burn when demand allows (isolate boilers as needed)**
	+ **Shut off steam to beds when not on cure.**
	+ **Close doors during the heating season.**
* **Clean Common Areas**
	+ **Clean Lunchroom**
		- **Sweep floors on week days (wash on weekends).**
		- **Wash tables (use detergent mixed with water), spot clean with fantastic.**
		- **Clean microwaves inside and out, clean countertop.**
		- **Clean machines and doors.**
		- **Pick up trash.**
		- **Clean tables at outside area.**
		- **Sweep floor at outside area.**
	+ **Clean water fountains & remove eyewash stations.**
		- **Clean 3 fountains- lunchroom, boiler 1, south restroom.**
		- **Scrub until metal shines.**
		- **Use steel wool pad when needed.**
		- **Clean eyewash stations in each boiler room and in garage.**
	+ **Clean Restrooms**
		- **Clean toilets and urinals on each shift, use rubber gloves and disinfectant cleaner.**
		- **Clean wash basin on each shift. Scrub with brush and use disinfectant cleaner.**
		- **Clean eyewash station on each shift.**
		- **Clean paper towel dispensers and hand dryers on each shift.**
		- **Wash walls on weekends, spot wash during week if needed.**
		- **Clean supply cabinets.**
		- **Wash floor, squeegee when needed.**
		- **Clean toilet compartment doors.**
		- **Wipe down hot water heater, do not store anything on heater.**
	+ **Clean Time Clock Vestibule**
		- **Sweep floor on each shift during the week.**
		- **Wash the floor on weekends.**
		- **Wipe off time clocks and writing ledge.**
		- **Wipe doors and door windows.**
		- **Clean floor drain and fill odor trap with water when floor is washed (clean and fill floor drain at lunchroom water fountain.)**
		- **Clean light diffusers when needed.**
		- **Sweep floor in plant at lunchroom and time clock doors.**
	+ **Clean Crew Leader Room**
		- **Vacuum floor and chair seats.**
		- **Wipe down table, file cabinet and shelves.**
		- **Wipe down walls once a month.**
		- **Wipe down doors.**
		- **Wipe down air conditioner unit.**
	+ **Snow Removal**
		- **Clear snow from walkway at Prestress entrance, spread ice melt as needed.**
	+ **Patrol yard and parking lots during non-production hours. Twice per shift.**
		- **Report any problems to a supervisor.**
		- **Do not put yourself in a dangerous situation.**

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Use of power and hand tools.

Ability to:

* Able to attend work on time as scheduled.
* Work varying shifts, weekends and holidays.
* Effectively handle lifting of various objects weighing up to 50 lbs.
* Work extended hours inside or out doors in a variety of weather conditions.
* Follow written and verbal instructions, including manufacturers’ service specifications.
* Communicate effectively verbally and in written.