



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Wax Operator</b>	<b>FLSA</b> (Exempt or Non-Exempt) US only	<b>Non-Exempt</b>
<b>LBS BU/SU:</b>	<b>Leica Biosystems</b>	<b>Department</b>	<b>Wax &amp; Slides</b>
<b>Location:</b>	<b>Richmond, IL</b>	<b>Date:</b>	
<b>Job Reports To: (Job Title/s)</b>	<b>Wax Shift Team Lead</b>		

Leica Biosystems is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, national origin, religion, gender, age, marital status, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by law.

### Position Summary

Responsible for setting up and ensuring adjustment of equipment is completed in an efficient manner.

### Major Responsibilities

Set up and operate wax line:

- Weigh wax
- Package in appropriate packaging
- Use machinery and equipment efficiently with a minimum of wasted time or materials
- Trouble shoot and adjust equipment as required

Hand load appropriate raw material for the next wax load according to the schedule.

Completed assignments comply to predetermined quality standards typical for the machinery or equipment used

Perform quality control testing on all equipment

Follow work instructions and workflow diagrams

Continually improve skill and product base

Ensure work flow is continuous

Ad hoc tasks as directed by the Team Leader or Department Supervisor

### Required Education, Experience, Skills

Education: High School Diploma or equivalent

Experience/Skills:

- 1 year experience in a factory setting

### Travel:

- 0%

### Language:

- English

### Competencies/Behaviors

- Problem solving skills
- Proficient with Microsoft Excel
- Medical Quality background experience
- Mechanical aptitude

### Scope of the Role

Supervisory Responsibility:			
Approximate Direct Reports:		Approximate Indirect Reports:	
Financial Responsibility		Domestic/International/Global:	

**Internal Relationships:**

- Reports directly to Wax Shift Team Lead
- Direct Reports include:
  - No direct reports

**External Relationships:**

- No external relationships

**Physical Demands & Working Environment**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical demands:** While performing the duties of this job, the employee is occasionally required to walk, sit, stand, use hand to finger, handle or feel objects, **tools, or controls**; reach with hands and arms; balance, stoop, bend, talk and hear.

- The employee must occasionally lift and/or move up to \_\_\_ pounds.
- Specific vision abilities required by the job include close vision, distance vision, **color vision, peripheral vision, depth perception, and the ability to adjust focus.**
- **This position will require heavy travel by car and flying in and out of airports with possible long wait times.**

**Work environment:** While performing the duties of this job, most work is in an office environment setting. Lighting and temperature are adequate. The noise level in the work environment is usually quiet to moderate.

- **Add any info about electrical hazards, cement floors, operating forklifts, moving mechanical parts, etc.**
- **May be requested to work overtime and weekends for special program events**

*This job description in no way states or implies that these are the only duties to be performed by this employee. The incumbent is expected to perform other duties necessary for the effective operation of the department or unit. This job description may be changed at any time.*