

JOB DESCRIPTION



JOB IDENTIFICATION

<i>Job Title:</i>	Ceramic Pourer	<i>Pay Grade:</i>	EAP 3
<i>Department:</i>	Parks and Recreation	<i>FLSA Status:</i>	Non-exempt
<i>Location:</i>	Central Activity Center	<i>Reports to Position:</i>	Center Coordinator
<i>Effective Date:</i>	10/20/2026		

JOB SUMMARY

Under immediate supervision of the Center Coordinator this employee is responsible for pouring ceramic molds.

ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Receives order list from ceramic coordinator.
- Pours green ware by filling ceramic molds with pre-mixed slip by using hose attached to pouring table. May fill by hand using measuring cup.
- Puts molds aside and keeps track of drying time.
- Pours excess slip of molds after proper setting time is complete.
- Attaches by hand green ware parts to complete piece.
- Maintains and controls quality of green ware.
- Recycles used slip. Loads and unloads slip.
- Cleans and stores molds.
- Cleans pouring room and equipment.
- May make minor repairs to equipment.

- Keeps inventory of molds and slip.
- Informs ceramic coordinator of supplies needed.
- Keeps work area clean.
- Assist in ceramic room when needed by loading and unloading kilns.
- Issues paint, supplies and assist customers as needed.
- Work rotation of after hour events and special events outside of regular business hours.
- May work in other areas of the center in cases of staff absences/shortages.

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education and Training

Must have High School education or GED or equivalent training and experience.

Experience

Must have minimum (12 months) experience working with ceramics.

Licenses or Certification Required

Valid Identification.

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Ceramic materials, molds, and pouring processes.
- Workplace safety procedures and proper handling of materials and equipment.
- Measuring, mixing, and preparing ceramic materials.
- Cleaning and maintaining tools, molds and work areas.

Ability to:

- Pour ceramic materials into molds accurately and consistently.
- Inspect finished and unfinished products for quality and defects.
- Follow established safety procedures and production guidelines.
- Work independently and as part of a team.
- Establish and maintain good working relations with public and other employees.
- Work in a constant state of alertness and in a safe manner.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

Environment: Primarily indoor work.

Physical Demands: See Accompanying Page

Key Working Relationships: Rec. Superintendent, Center Coordinator, Center patrons and P&R employees.

APPROVAL/ACKNOWLEDGEMENT

_____	<u>P&R Director</u>	_____
Department Head	Title	Date
_____	<u>HR Director</u>	_____
Human Resources Director	Title	Date
_____	<u>City Manager</u>	_____
City Manager	Title	Date
_____		_____
Incumbent Employee Printed Name and Signature		Date

PHYSICAL REQUIREMENTS – Ceramic Pourer

Rare
0%-10%
of the time

Occasional
11%-33%
of the time

Frequent
34%-66%
of the time

Continuous
67%-100%
of the time

LIFT/CARRY				
1-10 lbs	☐	☒	☐	☐
11-20 lbs	☒	☐	☐	☐
21-50 lbs	☐	☐	☒	☐
51-75 lbs	☐	☐	☒	☐
76-100 lbs	☒	☐	☐	☐

PUSH/PULL				
1-10 lbs	☐	☒	☐	☐
11-20 lbs	☐	☒	☐	☐
21-50 lbs	☒	☐	☐	☐
51-75 lbs	☒	☐	☐	☐
76-100 lbs	☒	☐	☐	☐

MOVEMENT				
Bend/Stoop/ Twist	☐	☒	☐	☐
Crouch/ Squat	☐	☒	☐	☐
Kneel/Crawl	☒	☐	☐	☐
Reach Above Shoulders	☐	☒	☐	☐
Reach Below Shoulders	☐	☒	☐	☐
Repetitive Arm Use	☐	☒	☐	☐
Repetitive Wrist Use	☐	☒	☐	☐
Repetitive Hand Use				
a) grasping	☐	☒	☐	☐
b) squeezing	☐	☒	☐	☐
Climb Stairs/Ladder	☒	☐	☐	☐
Uneven Walking Surface	☒	☐	☐	☐
Even Walking Surface	☐	☐	☐	☒

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity	☐	☒	☐
Visual Acuity	☐	☒	☐
Manual dexterity	☐	☒	☐

Rare
0%-10%
of the time

Occasional
11%-33%
of the time

Frequent
34%-66%
of the time

Continuous
67%-100%
of the time

EQUIPMENT USE & OPERATION				
Motor Vehicle	☒	☐	☐	☐
Heavy Equipment (Backhoe, dump truck)	☒	☐	☐	☐
Large Apparatus (Fire Truck, Street Sweeper)	☒	☐	☐	☐
Small Equipment (Mower)	☒	☐	☐	☐
Handheld tool/equipment (tamps, weed eaters, shovel)	☒	☐	☐	☐

WORK WITH/NEAR				
Machinery	☒	☐	☐	☐
Electricity	☒	☐	☐	☐
Power Tools	☒	☐	☐	☐
Impact Tools	☒	☐	☐	☐
Chemicals	☒	☐	☐	☐
Fumes	☒	☐	☐	☐
Heights	☒	☐	☐	☐

ENVIRONMENT				
Indoors	☐	☐	☐	☒
Outdoors	☐	☒	☐	☐
Extreme Heat	☒	☐	☐	☐
Extreme Cold	☒	☐	☐	☐
Dusty	☒	☐	☐	☐
Excessive Noise	☒	☐	☐	☐
Other (explain)	☐	☐	☐	☐

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	1	2
Stand	1	3
Walk	1	3

Additional Considerations (including clarification of any of the above)