

40-7102



SHIELDALLOY METALLURGICAL CORPORATION

DAVID R. SMITH
ENVIRONMENTAL MANAGER
Aluminum Products & Powders Division

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May 22, 2000


Ms. Julie A. Olivier, Project Manager
Licensing and International Safeguards Branch
Division of Fuel Cycle Safety and Safeguards, NMSS
U. S. Nuclear Regulatory Commission
Washington, D.C. 20555-0001

Re: Amendment Application Dated September 23, 1999 (TAC No. L31257)

Dear Ms. Olivier:

Please find enclosed the additional information regarding the referenced amendment that was requested by your letter of February 28, 2000. If you have any question or need any thing else related to this matter, please do not hesitate to call me at (800) 762-2020 extension 226.

Sincerely,


David R. Smith
Radiation Safety Officer

Docket 40-7102
License SMB-743

cc:

Nigel C. Morrison
Hugo L. Nieves
Steve A. Danilak
Frances M. Gilmartin
Ellen T. Harmon, Esq.
Jay E. Silberg, Esq.
Carol D. Berger, C.H.P.
Marie Miller

Shieldalloy Metallurgical Corporation
Shieldalloy Metallurgical Corporation
Shieldalloy Metallurgical Corporation
Shieldalloy Metallurgical Corporation
Metallurg
Shaw Pittman
Integrated Environmental Management
US Nuclear Regulatory Commission, Region I

public per
Julie Olivier
NMSS public

Shieldalloy Metallurgical Job Description Questionnaire

Production Manager

March 3, 2000

Job Title

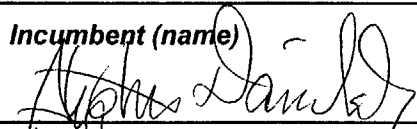
Date

Stephen A. Danilak

Hugo L. Nieves

Incumbent (name)

Reports To (name)



Operations Manager - Aluminum Division

(signature)

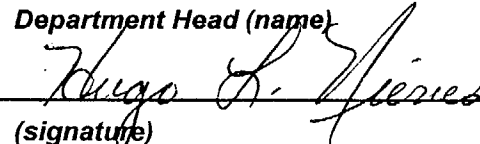
Job Title

Melting Department (D107, D111, D115)

Nigel C. Morrison

Department

Department Head (name)



(signature)

I. Summary of Position State briefly, in one or two sentences, the **principal purpose** of your job, and its major objective. Why does the position exist? Manage and coordinate all functions of melting departments. Establish operating budgets, safety plan, production planning, operating parameters and training requirements. Measure performance against plan and take appropriate measures to assure that we produce the best possible quality in a timely and cost effective manner as safely as possible.

II. Quantitative Data List all significant data that will provide an indication of the size of the area upon which your job has impact. Use current annual figures.

1. Number of persons you directly and indirectly supervise:

a. Exempt	5
b. Nonexempt	42
c. Total annual payroll	\$1,772,480.00

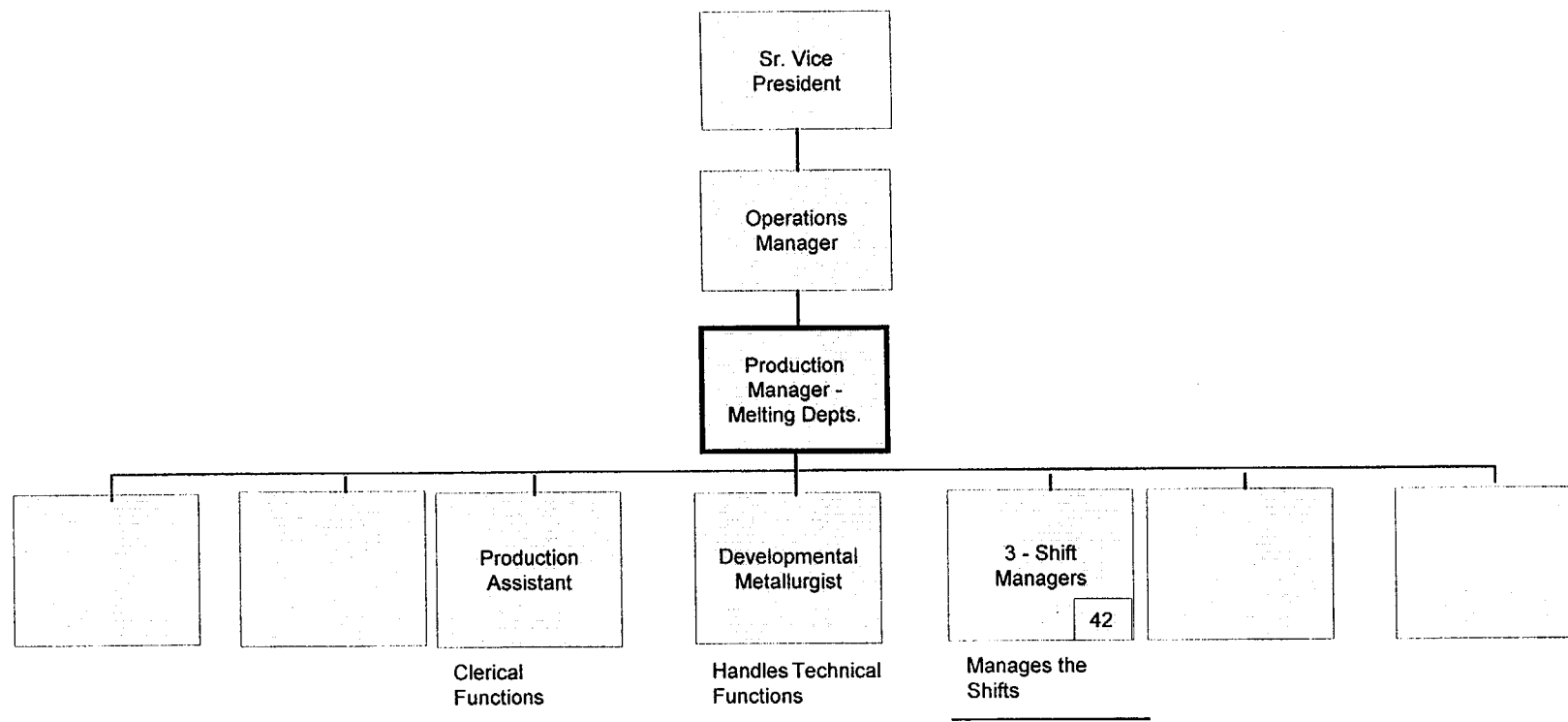
2. Annual operating budget \$8,180,607.00
(includes payroll and operating expenditures):

3. Other measures (please specify type and amount): Year 2000 Capital Improvement Projects = \$1,000,000.00

III. Principal Accountabilities List a series of brief statements (about 4-5) which describe only the **major** activities for which this job is held accountable. These statements should describe your key activities and explain why you perform them. Note the percent of time you spend in each activity; the total should equal 100%.

% Time	Major Activities (what the position does)	End Results (why it is done)
10%	Formulate and monitor production requirements and communicate results to all employees	To provide our customers with the highest quality product on time and as cost effectively as possible.
20%	Administer the budget of all melting departments (D107, D111, D115).	To ensure that all melting departments perform within established financial and operating parameters.
15%	Motivate and provide melting department employees with feedback on safety, quality and productivity.	To promote teamwork and insure that all employees have a voice in the day to day activities of the department.
10%	Interface with maintenance and engineering.	To ensure that all equipment in the department operates properly and that all planned projects progress according to plan.
15%	Coordinate quality and technical functions of the melting departments with the metallurgical and quality engineers.	To develop simpler, most cost effective methods of providing our customers with quality products in a timely manner at the best price.
30%	Interface with the sales, allocations, environmental, safety, accounting, human resources, etc. departments.	To insure that the day to day functions of all the melting departments are communicated accordingly.

IV. Organization Structure Enter your job title in the bolded box below. Then, in the box immediately above, write the title of the job to whom you directly report. Above that box, write the title of the person to whom that job reports. In the unbolded boxes below your box, enter the position title(s) of **your direct** reports. In the small square in the lower right hand corner of each box indicate the number of each of **their direct** reports (that is, **your** number of **indirect** reports). Briefly indicate the major function(s) of each position reporting to you.



- V. Knowledge and Skill Requirements** This section covers the knowledge and background required to carry out the activities you have listed under Principal Accountabilities. In completing this section: under (A) consider the minimum requirements for promotion to this position rather than the particular background of any incumbents in this position, under (B) indicate those items which are desirable but not essential.

(A) Minimum	(B) Desirable But Not Essential
1. Knowledge of: Metallurgy, statistical process control, accounting procedures, safety planning, resource planning and human resources.	1. Knowledge of: OSHA regulations, environmental regulations, ability to work in a multi-racial, multilingual environment, computers and spread sheets.
2. Kind and Length of Experience: 10 years experience in a melt shop environment in a managerial capacity with emphasis on metallurgical process, safety, accounting/budgeting and employee relations.	2. Kind and Length of Experience: B.S. Metallurgical Engineering plus 5-years experience OR, B.S. Management plus 5-years experience.

- VI. Key Contacts** Describe your most significant contacts (use position titles) with other areas within the organization, excluding your immediate manager or positions that report to you. Also describe your most significant contacts with individuals outside the organization. In both cases list the frequency and purpose of the contact.

	Frequency	Purpose
Inside: Quality Engineer, Sales & Allocations; Accounting Dept.; Purchasing Director	Daily	Discuss quality issues schedule production availability financial tracking and reporting raw material availability and pricing.
Outside: Various Product Vendors J. Johnson President A.G. LSM	Daily Daily Monthly	Obtain better supply pricing Discuss wear part inventory & quality Discuss process and quality issues

VII. Major Problems Describe the nature and variety of the most **typical** and the **most complex** problems you face in this job.

1. **Typical Problems**

1. Determine the cause of out of spec material when all paperwork is in order.
2. Motivating all employees to perform all functions of their jobs in a positive manner everyday.
3. Maintaining the proper mix of finished product available for shipment in spite of raw material and equipment problems.

2. **Most Complex Problems**

1. Making products that will be profitable for the company when the sales price is almost equal to the cost of production.
2. Meeting production deadlines when critical pieces of equipment experiences downtime.
3. Developing new products and processes that will ensure that we gain and maintain a competitive edge in the marketplace.

VIII. Authority and Decision-Making This section identifies the types of decisions that you can make on your own, as well as those that must be referred to a higher level of management.

1. What typical decisions do you have complete authority for making?

Complete authority to utilize all resources within the melting departments as necessary to satisfy production requirements. Authority to schedule, change production, set levels of productivity, schedule manpower, determine process utilized in production, establish quality procedures and approve expenditures under \$10,000.

2. What typical decisions do your refer to others for approval? To whom do you refer these decisions?

Capital expenditures over \$10,000 are referred to the Sr. Vice President.

IX. General This section is designed to gain further insight into any unique characteristics of your position which may not be covered in this questionnaire. Please indicate below any additional information you think would be helpful for someone to understand the nature, scope and purpose of your job.

Total responsibility for the profitability of the melting departments and the safety of it's employees. In addition, responsible for conducting quality procedural audits throughout the plant.

X. Environmental Conditions and Physical Demands Select one of the following statements that best describes your position.

_____ This job is performed under general office conditions and is not subject to any strenuous physical demands or dangerous conditions.

 X This job is primarily performed under general office conditions but is occasionally subject to field site visits and possible hazards. Check those that apply:

 x Medical/Hazardous Waste

 x Extreme heat or cold

Chemicals or corrosives

 x

Exposed heights

 x Dust, dirty fumes or odors

 x Electrical wires or machinery

Other

_____ (specify)

Noise, molten metal, flammable substances and radiation

_____ This job involves manual labor, including lifting, carrying, standing/walking for extended periods and operating manual and/or mechanical equipment.