

Job Title: MACHINE OPERATOR

Reports to: Production Supervisor

Indirectly Reports to: None

Direct Reports: None

Indirect Reports: None

Classification: hourly

Summary/Objective: The Machine Operator is accountable for the safe and efficient operation of a variety of machines used in the manufacturing of custom architectural millwork pieces. Assigned work will be completed according to work directives, client specifications and company quality standards.

Main Responsibilities:

- Create, monitor and maintain a well kept, organized and safe work environment while promoting, complying with and enforcing adherence to health and safety rules, regulations, procedures and policies
- Set up, program (as required), operate and maintain various machines using proper techniques including beam saw, CNC, veneer stitcher, V-groover, press, glue spreader, panel cleaner, straight-line rip saw, jointer saw, edge bander, panel saw, planer, molder and other equipment as trained
- Set up, operate and maintain grinding knives, moulder and shapers
- Inspect and ensure machines and equipment are running optimally including cleanliness, oil levels, glue levels, temperatures, grease points, and lock points
- Read and precisely follow architectural drawings, specifications and work orders
- Assess each job to make the most efficient use of resources (time, materials, equipment, manpower)
- Ensure sufficient inventory and select correct material as per work orders
- Check all material for compliancy to quality, damage or defects prior to use and prior to advancing it in the process
- Handle and organize output from the machine to maximize efficiency and minimize processing errors and damage
- Consistently monitor machines and working areas for cleanliness and action as necessary
- Keep paths of travel free from sawdust, garbage and debris at all times
- Inform supervisors of any repairs required or faults to machines, tools and working areas
- Train lesser skilled employees as directed
- Assist in various manufacturing areas as needed
- Ensure and constantly improve the safety, morale, quality and profitability of our operations through the ongoing implementation of effective methods and strategies
- Communicate and uphold company policies and procedures

- Maintain a high level of confidentiality at all times

Competencies:

- Safety focused
- Extreme attention to detail
- Excellent time-management and multi-tasking skills
- Effective written and oral communication skills to interact with, instruct and inform others
- Demonstrate knowledge of various working materials including various wood species, wood grades, laminates, plywoods, and particle boards
- Proactive approach with demonstrated initiative and ability to be flexible
- Ability to take direction and work with minimal supervision
- Fluidity to work with projects based on the imperial system of measurement
- Ability to work individually and as part of a team
- Enthusiasm and willingness to learn

Requirements (education/certifications/licences/passport/clean drivers abstract):

- Ability to accurately read and interpret architectural plans, drawings and specifications
- Demonstrated safe use of hand and power tools
- Ability to read and understand directives and safety precautions on products and equipment
- Hands-on experience in a millwork, woodworking or carpentry environment would be an asset
- Familiarity with computerized equipment would be an asset

Working Conditions: All applicable areas within the millwork facility; machine operation

Travel Requirements: Travel is not associated with this position

Disclaimer: The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned from time to time or the scope of the job may change as necessitated by business needs.

Review Date: March 9, 2021