

Job Title: PRODUCTION ASSOCIATE

Reports to: Production Supervisor

Indirectly Reports to: Production Lead Hand

Direct Reports: None

Indirect Reports: None

Classification: hourly

Summary/Objective: The Production Associate is accountable for the safe and efficient performance of a variety of tasks associated with the manufacturing of custom architectural millwork pieces.

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
- Safely and efficiently perform tasks as directed including (but not limited to):
 - Assist machine operators with preparation, operation and output of machines
 - Perform shipping and receiving duties
 - Load and unload trucks utilizing manual, assisted and powered means
 - Handle and move materials throughout the warehouse and facility
 - Sand and finish wood products
 - Smooth, shape, touch up and repair surfaces and parts
 - Brush, spray, or hand-apply finishing ingredients
 - Clean working areas
 - Act as backup and assist in various areas as needed
- Set up, operate and maintain a variety of hand and power tools commonly associated with woodworking including screwdrivers, hammers, sanders, chisels, grinders, sprayers and exhaust booths
- Complete required tasks using a variety of manual methods, tools and supplies including plastic or wood putty, glue, nails, screws, finishing substances (primer, paint, oil, stain, wax, lacquer, sealers), sandpaper, pumice stones, steel wool, solvents
- Inspect and ensure any machines and equipment are running optimally including cleanliness, oil levels, glue levels, temperatures, grease points, and lock points prior to use
- Read and precisely follow specifications and work orders to produce specific work components
- Assess each job to make the most efficient use of resources (time, materials, equipment, manpower)
- Ensure sufficient inventory and select correct product as per work orders
- Check all material for compliancy to quality, damage, defects or debris 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
- Keep paths of travel free from sawdust, garbage and debris at all times
- Adhere to cleaning and maintenance protocols for tools, equipment and working areas
- Inform supervisors of any repairs required or faults to machines, tools and working areas
- Train lesser skilled employees as directed
- 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
- Strong hand-eye coordination
- 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, focus and work with minimal supervision
- Ability to work individually and as part of a team
- Enthusiasm and willingness to learn
- Fluidity to work with projects based on the imperial system of measurement

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

- Physical capabilities of safely lifting and maneuvering up to 50 lbs
- Ability to read and understand directives and safety precautions on products and equipment
- Demonstrated safe use of hand and power tools would be considered as asset
- Courses in general shop, welding, mechanical drawing, blueprint reading, physics and mathematics would be considered an asset
- Lift truck licence considered an asset

Working Conditions: All applicable areas within the millwork facility; machine operation; lift truck 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 10, 2021