

**Job Identification**

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**Job Title:** Material Handler (Picker/Packer)  
**Division:** Bailey Metal Products Limited – Montreal  
**Department:** Shipping/Receiving  
**Reports to:** Lead Hand / Supervisor  
**Revision Date:** June 30, 2020

**Job Purpose Summary**

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The main purpose of this position is to ensure the uninterrupted throughput of material within Bailey Metal Products Limited.

This includes but is not limited to the following:

- Meeting schedules
- Working within a team environment
- Ensuring all aspects of work are done with an eye to Safety, Quality & Production in that order

**Responsibilities and Accountabilities**

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The responsibilities and accountabilities of the position include but are not limited to the following:

- Pick and pack orders.
- Unloading trailers.
- Removing material from the Packaging Line.
- Moving material to and from Finished Goods storage areas.
- Loading trailers.
- Maintain a clean organized work area. A place for everything and everything in its place.
- Moving material to and from work centres such as banding, skids, spacers, etc.
- Emptying steel scrap and garbage bins located on the lines.
- Dumping of steel tails into scrap bin.
- Safely load and unload trucks.
- Stack coils safely where they belong.
- Locate and provide lines with the coils they need found on the work orders.
- Empty the scrap buckets from the line that need a crane.
- Dump the coil tails from the uncoiler into the scrap bucket.
- Maintain a clean organized work area. A place for everything and everything in its place.
- Report any and all quality concerns promptly.
- Perform all tasks in a safe manner, using good judgement.
- Any and all tasks assigned by supervisor.

**Storage**

- Skids are to be stacked in a safe manner one on top of another. Keeping the same size coils OD's together whenever possible to an adequate height. If stacks start to lean, the stack is to be broken down until it becomes safe. Skids are checked at the beginning of every shift by the shipper.
- Coils are to be stacked in an organized manner. Keeping same size coils (i.e. width and weight) together whenever possible. All end of coil rows are to be chained. Pieces of 2x4 hardwood boards are to be placed (chalked) under every coil on the bottom of a row. If a coil is removed

from within a row and not replaced right away, it is to be considered the same as an end of row and therefore it must be chained. Rows are to be checked at the start of every shift by the incoming Crane Operator.

### Qualifications

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- Five years of experience in operating a tow motor in a manufacturing environment.
- Knowledge of equipment / tools such as tow motor, strapping machine, and natural gas re-fuel station.
- Sound knowledge of finished products, lift configurations, sizes and weights, and product stacking requirements.
- Able to work in shifts on a rotating basis if required.
- High school graduate, proficient in speaking and writing English and French.
- Quick learner, team player with initiative and capable of meeting deadlines.

### Working Conditions

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- Overtime and rotating shifts; as required.
- Fast-paced plant environment; PPE required.
- Physically able to lift materials up to 50 pounds.

### Safety Requirements

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- PPE (Personal Protective Equipment) must be worn as recommended. This includes wearing CSA approved steel toe safety shoes at all times. Will also include Safety Glasses, Hearing Protection; arm guards/long sleeved shirt & full length pants. Do not wear loose clothing while operating any machinery. No loose jewellery.
- Ensure that co-workers work safely and report all unsafe practices.
- No equipment, tools, machinery will be used without authorization and training.
- Do not place hands or fingers near rolls during jogging operation to avoid pinch points.
- Workers must be alert to all forklift and crane traffic and movement in the plant areas.
- At no time will an employee walk under a raised lift of materials.
- All manual handling will be performed using proper safe techniques.
- Report all hazards, accidents, incidents and near misses promptly to the supervisor.
- Comply with all Bailey's safety program requirements including ESRTW (Early & Safe Return to Work), Lockout, Pre-use inspection, etc. as delineated in Health and Safety Manual & Employee Handbook.