

**Job Identification**

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**Job Title:** Slitter Operator  
**Division:** Bailey Metal Processing Limited  
**Reports to:** Production Supervisor  
**Revision Date:**

**Job Purpose Summary**

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

This includes but is not limited to the following:

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

The Slitter Operator's primary responsibility is to produce a quality product in a safe, productive and profitable manner following the Production Run instructions using Stratix.

The Slitter Operator also functions as the team leader and is responsible for guiding the slitting crew throughout the operational processes. The operator must be proficient in all aspects of the slitting process.

**Responsibilities and Accountabilities**

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

- Verify Production Run Package information for accuracy
- Supply Slitting Team with set up and process instruction
- Verify correct coils are supplied for the production run performing required verification checks
- Ensure slitter set up is correct including gamma gauge monitoring equipment
- Process coils ensuring quality and customer tolerances are adhered to.
- Complete all associated documentation and reports (Slitting Production Report, Slitting Report, Bailey Maintenance inspection, Internal Non Conformance Report) encompassing Stratix functions
- Monitor/Inspect equipment for safe operation and/or any maintenance requirements
- Communicate timely and effectively with all employees, supervisors, and plant manager
- Demonstrates good housekeeping and maintaining a clean and safe work environment
- Responsible for the safety of his team members; should never operate the machine when someone is inside the guarded area
- All other duties appropriate to the position as assigned or required by the supervisor

**Qualifications**

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- High School or equivalent job experience
- Advanced knowledge and skill level of slitting machine

- Must be able to read Standard/Metric measuring tape
- Must be able to perform basic mathematic calculations of standard/metric measurements
- Basic computer skills
- Good verbal and written communication skills
- Ability to read, understand and comply with work directions, training manuals and safety rules

### **Working Conditions**

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- Work in a fast-paced environment.
- Able to physically lift material up to 50 pounds.
- Able to work overtime as required.

### **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.