Job Identification

Job Title: Mill Operator - Trim
Department: Operations
Reports to: Production Supervisor - Doney

Job Purpose Summary

The main purpose of the position is to operate Trim product lines independently while meeting production targets. The main focus is for the operator to work on Trim product lines, however, duties may also include: folder, brake press, shear, cut to length line, and stamping presses. The position requires proficiency in adjustment of trim lines without help. A trim operator is also expected to work with more experienced operators in line set-up.

Responsibilities and Accountabilities

The individual is expected to operate all trim lines independently. The individual is expected to meet production targets set out in the partnership manual and amended from time to time. They will be expected to follow safety protocols, load steel coils, feed equipment, check products for quality requirements, and handle finished products.

ESSENTIAL FUNCTIONS, AND RESPONSIBILITIES

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

• Load steel coil onto uncoiler using overhead crane
• Feed material into machines and make required adjustments
• Produce products as required per order
• Perform product change overs as required
• Train on other production lines as required
• Conduct quality inspections to check product conformance
• Gather products, bundle, strap, and place onto carts as per lift configuration
• Prepare all required production and safety related reports and forward to supervisor
• Abide by all Health & Safety rules, safe practices and requirements laid out by Bailey
• Keep work areas clean and free of obstructions
• Any additional duties as assigned by supervisor

QUALIFICATIONS

• 2-5 years roll forming experience
• Knowledge and use of tools such as, measuring tape, cutting shears, strapping machine
• High School Graduate, proficient in speaking and writing English
• Personal attributes include ethical, open-minded, observant, and tenacious
• Quick learner, team player with initiative
• Capable of meeting deadlines
• Able to work shift work on a rotating basis
• Forklift license an asset
• Overhead Crane certification an asset

WORKING CONDITIONS

• Fast-paced environment
• Physically able to lift materials up to 50 pounds

SAFETY REQUIREMENTS

• Maintain working knowledge of all Health & Safety policies
• Communicate on any unsafe acts/conditions to supervisor
• Support and promote all aspects of the Health & Safety program
• Report all accidents / incidents, participate in investigation
• Comply with all Bailey’s safety programs and legal requirements