

Job Identification

Job Title: Production Operator
Division: Bailey Metal Processing Limited – Burlington
Department: Production
Reports to: Production Supervisor
Shift: Day Shift

Opportunity

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 are done with an eye to Safety, Quality & Production in that order

The Back End Slitter Bander is primarily responsible for all activities around the recoiler including the Overarm, Coil Buggy and Turnstile. He/she is responsible to assist loading material into the recoiler, help set up the line and to remove material from the recoiler. He/she will be assigned the tasks by the Slitter Operator who is responsible to ensure the whole team works cooperatively and all Bander related tasks are performed.

Job progression may include Set-up Operator or Assistant Operator.

Responsibilities and Accountabilities

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

- **Back End Duties**
 - Setting up the slitter overarms correctly to the proper size provided on the work order.
 - Secure coils on the recoiler with per banding/taping requirements.
 - Ensure stickers are on appropriate cuts
 - Change Separator Arms
 - Operate the crane safely, only if trained and certified and comply with all crane safety rules.
 - Demonstrates good housekeeping and maintaining a clean and safe work environment
 - Dragboard maintenance
 - All other duties appropriate to the position as assigned or required by the supervisor
- **Bander Duties**
 - Package coils based on the customers' requirements provided on the work order including skids, stand-up, spacers etc.
 - Ensure materials are readily available and supplied for packaging line (papered skids, spacers)
 - Operate all packaging line machinery as designed.

- Complete packagers checklist (inputting skid info, lift tag creation, tag skidded slits, weight calculation for mults/slits)
- Fill packagers banding trays with clips, spacers and tape

Qualifications

- Slitting experience required
- Crane and Forklift experience an asset
- Must be able to perform basic mathematic calculations of standard/metric measurements
- Excellent communication skills including speaking and writing in English.
- Quick learner, team player with initiative and capable of meeting deadlines.

Working Conditions/ Physical Demands

- Fast-paced plant environment, PPE required
- The individual must physically be able to lift materials up to 50 pounds.
- The work assigned must be completed correctly and in a timely manner