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**Job Identification**

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**Job Title:** Machine Operator  
**Division:** Bailey West Inc.  
**Department:** Production  
**Reports to:** Production Manager

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**Job Purpose Summary**

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The **Machine Operator**'s main responsibility is to operate, adjust and set up assigned roll-former lines, slitting line, press and shear lines while meeting production, quality and safety requirements. This position significantly contributes to the overall production function of Bailey West. The individual will operate, adjust and set up assigned machines, performing at average 90% productivity after training completion. This includes but is not limited to the following, meeting schedules, working within a team environment, also ensuring all aspects of work are done with an eye to Safety, Quality & Production.

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**Responsibilities and Accountabilities**

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

- Ensure compliance with Plant and Legislated safety guidelines.
- Perform Daily Forklift / Machine Inspections as required.
- Perform all tasks in a safe manner, using good judgement.
- Report in a timely manner any safety nonconformances.
- Report quality non-conformances immediately.
- Safely load steel coil onto uncoilers using overhead crane.
- Tighten uncoiler and cut straps on the coil.
- Guide the steel into processing areas (rolls) using jogging controls.
- Activate machine using control panel by selecting the order type.
- Clear any jam-ups in a safe and efficient manner.
- Produce products as required per order.
- Set up or adjust rolls and conduct quality inspection to check product conformance to Bailey West standards.
- Gather products, strap into bundles, place bundles onto wagon and apply product identification.
- Strap loads as required.
- Fill-up label information as per info stated in work orders.
- Prepare all required production and safety related reports and forward to the Lead Hand.
- Ensure that co-workers / helpers work safely and report all unsafe practices.
- Complete any other work as assigned by Leadhand / Production Supervisor / Plant Manager.
- Work as a Team Member in all situations.
- Back up other plant departments as required.

- Provide any other assistance as requested by the Lead Hand / Production Supervisor or Plant Manager.
- Assist with Plant and yard housekeeping.
- Any and all tasks assigned by Lead Hand / Production Supervisor / Plant Manager.
- Abide by all Health & Safety rules, safe practices and requirements laid out by Bailey.

### Qualifications

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- 4 years of roll-forming or any metal forming experience.
- High school graduate, proficient in speaking and writing English.
- Personal attributes include ethical, open-minded, observant, and tenacious.
- Quick learner, Team Player with initiatives and capable of meeting deadlines.
- Possess a valid lift truck training certification.
- Knowledge and use of tools such as, measuring tape, cutting shears, strapping machine.
- Able to neatly fill out production and quality reports
- Able to operate forklift and overhead crane preferred.

### Working Conditions

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- Able to work in a fast-paced plant and warehouse environment.
- Able to work in a team environment.
- Perform tasks in multi-temperature environment/conditions.
- Able to work overtime as required.
- Meet all safety requirements.
- Work as a Team Member in all situations.
- Must be able to complete correctly, with a high quality standard and in a timely manner all work assigned.
- Work must be completed correctly and in a timely manner.
- Able to work rotating shifts.
- Able to lift products weighting up to 50lbs.

### Safety Requirements

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- Maintain working knowledge of all Health & Safety policies.
- Correct and communicate on any unsafe acts/conditions to plant/ safety manager.
- Support and promote all aspects of the corporate Health & Safety program.
- 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; high visibility clothing; arm guards/long sleeved shirt & full length pants. Do not wear loose clothing while operating any machinery. No loose jewelry.
- Ensure that co-workers work safely and report all unsafe practices.
- No equipment, tools, machinery will be used without authorization and training.

- Workers must be alert to all forklift and crane traffic and movement in the plant areas. They have the right of way at all times.
- At no time will an employee walk under a raised lift of materials.
- All manual handling and lifting will be performed using proper safe techniques.
- Report all hazards, accidents, incidents and near misses promptly to the supervisor.
- Comply with all Bailey West safety program requirements including ESRTW (Early & Safe Return to Work), Lockout, Pre-use inspection, etc. as delineated in Health and Safety Manual & Employee Handbook.
- Contribute to workplace safety inspections, both scheduled and unscheduled.
- Report any safety concerns promptly.