

Job Identification

Job Title: Machinist/Toolmaker
Division: Bailey Metal Products Limited - Concord
Department: Operations
Reports to: Operations Maintenance Projects Supervisor

Job Purpose Summary

The main purpose of this position is to help fabricate, maintain and repair plant equipment and machinery. The main focus will be on machining parts and producing tools/dies. This includes but is not limited to disassembling equipment/machinery and diagnosing issues. Additional duties may include helping with equipment maintenance when required. The objective of this position is to produce work that is timely and accurate in order to keep plant equipment operational. This role will provide critical support to all divisions of the company.

Responsibilities and Accountabilities

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

- Use of a manual lathe
- Use of a manual milling machine
- Use of a manual surface grinder
- Use of other machine shop equipment as required
- Read blueprints, diagrams, schematics, and manufacturer's manuals to ensure parts are produced as required
- Assemble dies and other precision machine parts at a high level of accuracy
- Disassemble, move, repair, and reassemble machine parts as required
- Perform setup work on machine shop equipment to produce parts per specification
- Test completed tool and die work for functionality
- Install equipment with assistance from plant maintenance personnel
- Use precision measuring tool to ensure parts meet and exceed required tolerances
- Document repairs and maintenance completed
- Keep the maintenance supervisor apprised of long term work or repairs
- Keep notes on known issues and potential improvements
- Assist plant maintenance mechanics when required
- Abide by all Health & Safety rules, safe practices and requirements laid out by Bailey
- Keep work areas clean and free of obstructions on a continuous basis
- Any additional duties as assigned by supervisor

Requirements and Qualifications

- 2 or more years' experience in a plant environment as a machinist/toolmaker
- Knowledge of tool and die, machine repair, crane usage, and reading drawings is essential

- Knowledge and use of hand and power tools, grinder, cutting torch, welding machine
- Tool and die, machinist, or millwright certifications an asset
- 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
- Forklift license an asset
- Overhead Crane certification an asset

Working Conditions and Physical Demands

- Fast-paced environment
- Physically able to lift materials up to 50 pounds
- Overtime and weekend work where required
- Standing in place for long periods of time

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

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.