

Job Identification

Job Title: Material Handler - Crane
Division: Bailey Metal Processing
Department: Shipping/Receiving
Reports to: Production Supervisor

Job Purpose Summary

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

Responsibilities and Accountabilities

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

- Safely load and unload trucks.
- Stack coils safely where they belong.
- Locate and provide lines with the coils they need found on the work orders.
- Empty the scrap buckets from the line that need a crane.
- Dump the coil tails from the uncoiler into the scrap bucket.
- Maintain a clean organized work area. A place for everything and everything in its place.
- Report any and all quality concerns promptly.
- Perform all tasks in a safe manner, using good judgement.
- Any and all tasks assigned by supervisor.

Crane Operation with C-Hook Attached

- The Crane Operator will attach the C-Hook to the crane assembly by lowering and attaching the trolley hook to it.
- When a coil is to be moved the Crane Operator will move the C-Hook with the open end directly in front of the eye of the coil.
- The Crane Operator will move the C-Hook forward into the coil until the closed end is either touching the coil or the hook is deep enough to prevent the coil from tipping off (centered).
- The Crane Operator will lift the coil and transport it to its location.
- During this procedure the Crane Operator will warn all employees in the path of the coil and will not transport a coil directly above a person. The Crane Operator is also responsible to move the coil in a safe manner and not damage or hit anything in the plant thus preventing damage to the coil, crane or equipment.

Storage

- Skids are to be stacked in a safe manner one on top of another. Keeping the same size coils OD's together whenever possible to an adequate height. If stacks start to lean, the stack is to be broken down until it becomes safe. Skids are checked at the beginning of every shift by the shipper.
- Coils are to be stacked in an organized manner. Keeping same size coils (i.e. width and weight) together whenever possible. All end of coil rows are to be chained. Pieces of 2x4 hardwood boards are to be placed (chalked) under every coil on the bottom of a row. If a coil is removed from within a row and not replaced right away, it is to be considered the same as an end of row and therefore it must be chained. Rows are to be checked at the start of every shift by the incoming Crane Operator.

Qualification

- Steel processing experience is required.
- Certified to operate forklift and 30 ton overhead crane preferred.
- Excellent communication skills including speaking and writing in English.
- Personal attributes include ethical, open-minded, observant, and tenacious.
- Quick learner, team player with initiatives and capable of meeting deadlines.
- Able to work shifts.
- Able to lift products weighting up to 50lbs.

Working Conditions

- Able to work in a fast-paced / team based environment
- Meet all safety requirements
- Work must be completed correctly and in a timely manner.
- Able to work shifts.
- Able to lift products weighting up to 50lbs.

Safety Requirements

- 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.
- Comply with all safety rules, cardinal safety rules, and equipment specific safety rules.
- Comply with radiation safety program and procedures.