

Job Identification

Job Title: Assistant Slitter Operator
Division: Bailey West Processing Inc.
Reports to: Production Supervisor
Revision Date: March 2017

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

The Assistant Slitter Operator's primary responsibility is to assist in the production of quality product in a safe and productive manner, working together with the Slitter Operator, to meet daily production downtime and order completion expectation. The Assistant Operator must be proficient in all aspects of the slitting process and capable of providing back-up assistance during vacation relief or as required.

Job progression may include Operator or Team Leader.

Responsibilities and Accountabilities

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

- Assists in the operation of the slitter to meet or exceed daily production goals
- Understands and performs production checks using the micrometer, calipers and tape measure to assure accuracy of the job
- Ability to band and tape steel on the un-coiler and re-coiler in an efficient and safe manner
- Loading and unloading coils from the coil car and turn style
- Informs slitter operator of any defects and quality issues while running a coil
- Performs building of over arm and tensions separator shafts as well as secures scrap
- Demonstrates good housekeeping by maintaining a clean and safe work environment. This includes keeping all equipment and tooling clean.
- Communicate timely and effectively with all employees, supervisors, and plant manager
- Any and all tasks deemed necessary by the supervisor

Qualifications

- High School or equivalent job experience
- Advanced knowledge and skill level of slitting machine
- Must be able to read Standard/Metric measuring tape

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- Must be able to perform basic mathematic calculations of standard/metric measurements
- Basic computer skills
- Good verbal and written communication skills
- Ability to read, understand and comply with work directions, training manuals and safety rules

Working Conditions

The individual should be able to work in a fast-paced environment while meeting all safety requirements. The work assigned must be completed correctly and in a timely manner. The individual must physically be able to lift materials up to 50 pounds.

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.
- Report any damages to the radiation devices immediately.
- Comply with radiation safety program and procedures

NOTE: 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.