

## **POSITION PROFILE**

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### **Summary:**

Reporting to the Production Supervisor, and accepting daily direction from the section Team Lead, the Saw Operator is responsible for the quality inspection, rack loading and cutting of aluminum for the door assembly product line to meet production and customer needs. The Saw Operator is required to work closely with employees in the executive assembly area and may be required to work in other areas of production or shipping. As a key member of the production team, the incumbent is expected to consistently demonstrate, and encourage in others, the organization's core corporate values.

### **Department Structure:**

Positions reporting to the Production Supervisor are the Team Leads of Mesh, Windows, Executive, and Doors area, Area Coordinators, and a variety of permanent and temporary production employees.

There are no subordinates reporting to the position of Saw Operator.

### **Position Responsibilities:**

(Include, but are not limited to, the following)

- Promptly review traveler documents in order to determine rack loading and cutting priorities
- Report traveler anomalies to the Team Lead
- Load racks to permit maximum throughput from the saw, and ensure quality aluminum is available for assembly
- Accurately input cut lengths, including calculation of offsets
- Record material scraps, complete calibrations to ensure accurate cuts
- Ensure assembly needs are met by completing re-cuts as required
- Communicate promptly with forklift operator to ensure ongoing forward filling
- Report unsafe storage conditions to the Team Lead
- Maintain and clean as required, and ensure adequate supplies of lubricant are available for the oiler
- Ensure cleanliness of area is maintained
- Report to the Team Lead any equipment defects or abnormalities as they occur, particularly those relating to items affecting safety, cut quality, or accuracy, such as a defective blade
- Maintain a current working knowledge of the position and participate in job-related training programs or associated personal development initiatives as required.
- Perform all other duties as assigned

### **Corporate Expectations:**

At Phantom Screens we value all of our employees. We are committed to providing a safe, harmonious, and respectful work environment and all employees are required to help us achieve this by practicing the organization's core principles which are located in your area of work or can be obtained from Human Resources.

### **Position Requirements:**

- Above average mathematical skills
- Computer skills relating to the operation of the data input interface for the electronic saw
- Attention to detail with a high level of accuracy, particularly relating to reading of travelers, data entry and calculations
- Excellent attitude towards workplace safety, and quality of product/materials
- Ability to operate automated cutting equipment
- Knowledge of all Phantom aluminum profiles and associated quality requirements
- Accurate vision and color acuity (corrective eyewear may be used)

- Accurate depth perception, and ability to feel surface abnormalities
- Knowledge of Phantom production control traveler system, and the ability to read travelers
- Strong communication and interpersonal skills, with the ability to build and maintain relationships at all levels
- Ability to maintain a positive and professional attitude in dealing with internal and external contacts
- A positive and effective contributor to the team, with a keen appreciation of team dynamics
- Results oriented, with a drive for perfection
- Demonstrated time management skills along with the ability to efficiently and accurately prioritize workloads
- Physically capable of handling materials up to 10 feet long and 10 to 20 pounds in weight on a regular basis
- Flexible as to hours of work, and available to work day, afternoon, or night shift, if required

**Academic Requirements and Work Experience:**

Completion of High School Diploma (Grade 12 or equivalent) and a minimum one year experience in a manufacturing environment. Post-secondary education in machine operation or production and materials handling is an asset. An equivalent combination of education and experience may be considered.