

POSITION PROFILE

Summary:

Reporting to the Maintenance Supervisor this hands-on position is responsible for executing the maintenance activities that are necessary to support the delivery of the Phantom Experience to our customers. This is accomplished through a focus on safety, security, effectiveness and efficiency. Using maintenance, repair and operating (MRO) supplies, the scope of preventative and reactive maintenance work includes properties, buildings, fixed and mobile equipment and hand tools. The role is detail oriented with significant task variety, requiring a focus on task completion and/or multi-tasking, sometimes under urgent or stressful situations. Essential to the role is the ability to interact professionally and concisely with suppliers, employees and managers through the delivery of oral and written communications. As an integral member of the Phantom organization, the incumbent will foster a positive work environment and is expected to consistently demonstrate, and encourage in others, the organization's core corporate values.

Reporting Structure:

Positions reporting to the Maintenance Supervisor are Maintenance Technicians.

There are no subordinates reporting to the position of Maintenance Technician.

Corporate Values:

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 expected to help us achieve this by practicing the core principles set out in the Employee Policies Manual which can be accessed via Phantom's intranet or by contacting Human Resources.

Position Responsibilities:

(include but are not limited to the following)

General

- Support and participate in the transition from traditional maintenance paradigms to the new technologies required to achieve world-class operational production and maintenance practices, including preventative, predictive, and proactive maintenance as well as Total Productive Maintenance (TPM) and Reliability Centered Maintenance (RCM).
- Contribute to the continuous improvement of demand-driven flow of external customer value through each value stream while eliminating waste.
- Perform maintenance tasks to ensure that physical assets reliably perform to their designed specifications.
- Adhere to planning and scheduling that will enhance process reliability while minimizing interruptions to production.
- Provide efficient and effective service and support to internal customers, including office and production employees, shipping and management.
- Maintain a current knowledge of the position; participate in job-related programs or associated personal development initiatives as required, and perform all other duties as assigned.

Human Resources

- Maintain confidentiality when coming into contact with sensitive information.
- Complete personal absence request forms and timesheets in alignment with written procedures.

Safety

- Perform work as per applicable OEM instructions, safe work instructions, practices and training.
- Actively participate in the Emergency Preparedness Plan.

- Fulfill 'General Duties of Workers' as set out in the Workers Compensation Act (WCA) and Occupational Health & Safety (OHS) Regulations

Property and Landscaping

- Perform or assist with property and landscaping maintenance and repair tasks in the areas of irrigation, weeding, pruning, mowing, snow removal, application of sand and salt, clean-up, and other tasks that support effective maintenance of the property and landscaping.

Building Systems

- Perform or assist with building maintenance and repair tasks including but not limited to the repair and maintenance of:
 - Floors, walls (drywall; paint), roof, man doors and overhead doors, loading docks, dock levelers.
 - Natural gas, electricity, and sewer systems.
 - Heating, ventilation, air conditioning (HVAC) systems.
 - Plumbing systems (clogs; fixture replacement).
 - All electrical systems (circuits; interior and exterior lighting).
 - Communication systems (telephone; Ethernet).

Fixed Equipment

- Perform or assist with the maintenance and repair of fixed equipment, such as saws, punches, drill presses, CNC and sewing machines, screen welders, tables, racks, shelves, strapping and wrapping machines, air compressors, air lines, scales, and all other fixed equipment.

Mobile Equipment

- Perform or assist with the maintenance and repair of mobile equipment, such as vehicles, forklifts, pallet jacks, material handling carts, and all other mobile equipment.

Hand Tools

- Perform or assist with the maintenance and repair of hand tools such as of gas electric, pneumatic, manual, and all other hand tools.

Physical Demands

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, kneel, use hands to finger movements, hand-eye coordination, handle or feel, reach with hands and arms, and talk and hear.
- The employee may be required to lift or move items with a weight of up to 50 pounds.
- Specific vision abilities for this job include close vision, colour vision, and the ability to adjust focus.

Position Requirements:

- Minimum Class 5 Driver's Licence together with a clean Driver's Abstract.
- Strong interpersonal skills and the ability to communicate proficiently using the English language, both orally and in writing.
- Basic electrical knowledge (AC and DC).
- Flexibility to work an irregular work schedule in order to complete non-routine maintenance tasks.

Academic Qualifications and Work Experience:

- Achievement of Grade 12 Diploma (or equivalent)
- Minimum three years of experience in mechanical or automotive or production equipment maintenance and repair.
- Operator Certification in the use of Counterbalanced and Narrow Isle forklifts and Powered Pallet Trucks.

- An equivalent combination of education and experience may be considered.

Desirable but not Required:

- Minimum two years of experience performing mobile equipment maintenance and repair.
- One year of experience performing property and landscaping maintenance and repair.
- One year of experience performing hand tool maintenance and repair.
- Accurate keyboarding skills and proficiency in the use of Microsoft Office (Outlook; Word; Excel).
- WHIMIS training.
- Ives or equivalent Instructor Certification for lift trucks.
- Welder "C" Ticket or equivalent.
- Rigging and Hoisting Certificate.