

JOB DESCRIPTION

MAINTENANCE MECHANIC / MILLWRIGHT

Reports To: Plant Manager

Hours of work: Shift work as scheduled.

- Qualifications:**
- Fluent in the English language – able to understand, speak, read and write English, including production and technical reporting.
 - Qualifications as a certified Millwright as recognized in the province of British Columbia.
 - Fulfill duties as required by the EMS (Environmental Management System) and QMS (Quality Management System) programs
 - A Fourth Class Steam Engineer Certificate.
 - Demonstrated experience in mechanical, pneumatic, electrical, PLC and hydraulic service and repair.
 - Other certifications as required by the Department of Labour, Boilers Branch or other agencies to facilitate plant operations.
 - Maintain steady pace of physical work that requires agility, coordination as required.
 - Basic math, planning, organizational and recording skills.
 - Able to identify and describe a quality EPS product.
 - Able to physically and gently (fragile) handle single and multiple units of product.
 - Forklift certification.
 - In-depth understanding of processing expandable polystyrene (EPS) – raw material, pre-expansion, aging, moulding, printing, packaging, material handling, warehousing and shipping.
 - Knowledgeable and experienced in the operation of all equipment related to the processing of EPS products.
 - Survival First Aid (SFA) or accepted WCB equivalent.
 - Able to work without supervision – must be able to supervise others as required.

Attire: Observe all WCB standards for this industry and the job performed. Steel toe footwear, hearing protection, eye protection and clean blue coveralls.

- Responsibilities:**
- Responsible to follow the company's Code of Personal and Business conduct, as written in the Company Policy Manual.
 - Responsible for maintaining all equipment, tooling and facilities related to producing, manufacturing and packaging EPS products, as per quality standards, within target cycle times, maximizing throughput, minimizing any down time and scrap.
 - Provide technical support to the Plant Manager and the Charge Hands – assisting them in troubleshooting production problems.
 - Communicate the status of all maintenance issues to the Plant Manager and Charge Hands on a daily basis.
 - Provide after hours and weekend maintenance support for plant operations.
 - Operate all equipment in a safe and efficient manner.
 - Report any irregularities with the operation of all equipment.
 - Observe rules laid out by Workers' Compensation Board and the company's regulations as they pertain to safety, behavior, etc.
 - Know and observe company policies and the Collective Agreement – at all times.
 - Ensure all personal certifications and qualifications remain current.
 - Complete all documentation accurately and in a timely manner.
 - Train and instruct others in the safe operation of all equipment.
 - Ensure all work areas are kept clean, organized and safe.

Duties:

1. Maintenance Of Equipment, Tooling And Facilities

- 1.1 Schedule and perform, or coordinate, all equipment and facility maintenance with the Plant Manager, Charge Hands and the Production Scheduler.
- 1.2 Co-ordinate, develop and implement a comprehensive PM program (Preventative Maintenance).
- 1.3 Efficiently troubleshoot equipment breakdowns and effect repairs, and or coordinate repairs with contractors.
- 1.4 Ensure machine downtime is minimized.
- 1.5 Performing all routine equipment procedures and checks (see checklists for Plant Start-up, Production Start-up and Plant Shutdown).
- 1.6 Issue appropriate requisitions for materials required to perform service and maintenance for all process and production equipment.
- 1.7 Report all problems and concerns related to equipment and facility to the Plant Manager.
- 1.8 Oversee and review all maintenance performed by others.
- 1.9 All other tasks as directed.

2. Mould, Printing And Equipment Setup

- 2.1 Assist in the set-up and adjust all production equipment.
- 2.2 Ensure machine settings are recorded.
- 2.3 Prepare tooling for machine set-up – ensuring all fill guns, eject pins, sleeves and labels are correctly set.
- 2.4 Clean equipment and tooling prior to beginning production.
- 2.5 Adjust or set parameters on production equipment, which results in a quality product at or better than the established standards.
- 2.6 All other tasks as directed.

3. Boiler Operation

- 3.1 Ensure the boiler is operating within established parameters.
- 3.2 Perform chemical checks, blow downs and other routine maintenance as required.
- 3.3 Prepare chemical treatments as required.
- 3.4 All other tasks as directed.

4. Record Keeping

- 4.1 Ensure that all equipment maintenance logs current and accurate.
- 4.2 Report the Maintenance spare parts inventory on a monthly basis.
- 4.3 Ensure all personal time keeping is accurate and have all overtime authorized as per company policies.
- 4.4 All other tasks as directed.

5. Maintenance Spares

- 5.1 Ensure the maintenance spare parts inventory is current and complete.
- 5.2 Initiate Purchase Requisitions for machine and tooling supplies.
- 5.3 Source suppliers for machine and tooling supplies as required.
- 5.4 All other tasks as directed.

6. Training

- 6.1 Train Machine Operators and Mould Changers in the maintenance and minor repair of production equipment and tooling.
- 6.2 Ensure all training is done in a safe, organized and professional manner.
- 6.3 Evaluate individuals as they progress with training.
- 6.4 All other tasks as directed.

7. House-Keeping

- 7.1 Ensure the maintenance shop and mould storage areas are kept in a clean and orderly state.
- 7.2 Ensure all maintenance shop tools are clean, in good working order and stored securely.
- 7.3 Ensure all areas – production floor, production machines, warehouse, washrooms, lunch room and general areas around the plant are kept clean and tidy at all times.
- 7.4 All other tasks as directed.

8. Security

- 8.1 Follow all Security Procedures as instructed.
- 8.2 Ensure all visitors are in compliance with our Security Procedures.
- 8.3 Report any breach of our Security Procedures to the appropriate authorities.
- 8.4 All other tasks as directed.