

Position Profile

Position Title: **Window Manufacturing**

Department: **Production**

Immediate Supervisor: **Production Manager**

Nature and Scope

Window Manufacturing is a key production role, with overall responsibility for the efficient daily production of our quality products. They perform assembly operations according to assembly/department requirements, and adhere to policies and procedures to ensure designated levels of productivity and quality are maintained. The Manufacture's daily focus is to ensure that production schedules are completed and products shipped on time so that we satisfy our customers' needs. Window manufacturers are cross-trained in multiple facets of window and door manufacture, and strives to achieve the Thermoproof Mission and lives our Values in all activities undertaken.

Major Responsibilities

- Act as an ambassador for Thermoproof at all times.
- Prepare raw materials and component parts for assembly or cutting to size specification. Operate various production assembly machines and tools. Utilize technological capabilities to minimize waste. Perform a variety of routine and repetitive assembly operations and processes. Specific duties vary within scope of processes involved in our product manufacture.
- Visually inspect product for accuracy and quality at each phase of production, and exercise discretion to stop production to ensure quality standards are maintained. Alert Production Manager or designate to non-routine or problem situations.
- Maintain production and manufacturing documentation (paper or electronic) as required.
- Perform routine preventative maintenance. May be required to trouble-shoot minor equipment or component problems.
- Responsible for safe operation of company vehicles and equipment.
- Work under minimal supervision where directions are specified by diagrams, written and verbal instructions, and established practices.
- Maintain a safe, clean workplace, and comply with all Thermoproof policy and regulatory requirements (for example, Work-safe BC requirements for safety footwear, hearing protection, hand protection, eye protection).
- Participate as scheduled in company-provided training to ensure knowledge of equipment operation and product remains current.
- Maintain awareness of raw material inventories and communicate to ensure stock outs do not occur.
- When designated, responsible to train other employees in job tasks and safety functions to full proficiency, to ensure continuity of operations.
- When performing product delivery or off site services, ensure product is safely loaded, transported, and delivered as promised. Perform off site servicing of product deficiencies where possible, otherwise report any customer / product service issues promptly. Plan deliveries to ensure the most efficient routing of deliveries, conserving time / fuel / wear and tear on vehicle.

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Knowledge and Skill Requirements

Education:

- High School Diploma or equivalent

Experience / Skills:

- Experience in a manufacturing environment is an asset.
- Good mechanical aptitude and basic mathematics skills.
- Excellent manual dexterity required. Ability to operate some or all of the following in a safe and efficient manner: hand tools, power tools, measuring devices, machinery.
- Must have the ability to perform multiple plant manufacturing tasks proficiently.
- Detail oriented, with the ability to work to close tolerances using extreme care in adjusting, fitting and alignment.
- Highly motivated and self-directed, capable of multi-tasking, and able to work with minimal supervision.
- Strong work ethic and positive team attitude.
- Certification in first aid, forklift operation, and air brake endorsement may be required. Certification in WHMIS is required.
- Good communication skills, both written and verbal.
- Ability to train other employees.
- Must have reliable transportation to and from work.

Relationships

Internal: Production Manager, Manager of Engineering & Innovation, other Production staff, Sales staff, Finance, Systems & Administration staff.

External: Suppliers, Customers, Regulatory authorities.

Effort

- Work normally requires a high level of physical effort in lifting, pushing, pulling, kneeling, bending and handling.
- Work normally requires a moderate level of mental effort in reading, handling multiple demands and repetitive tasks, with occasional interruptions and distractions.
- Work normally requires a moderate level of visual effort in operating equipment.
- The ability to stand continuously is essential with occasional walking and sitting.
- Ability to lift at least 50 pounds

Working Conditions

- Exposure to typical plant manufacturing environment: noise, dust, machinery, trip/fall hazards.
- Possible exposure to dangerous/hazardous materials.
- Potential dangers involved with mechanical work.
- Overtime required

Hourly wage \$18 - \$20