

JB Finishing Inc.

Position Specification

POSITION TITLE: PROJECT CO-ORDINATOR

DATE: 4/1/2008

Include references to: Knowledge/ skill requirement; type/ degree of communication skills. Nature of work environment, and supervisory responsibility.

Effective Date:

TBA

Function: Project Co-ordinator

Location:

Bolton, Ont.

Title of immediate Supervisor: Jim Biscoe, President **Dept.:** Engineering Department

Primary Position Summary

Responsible for projects, and ensuring production goals of Quality product are met or exceeded daily. Also responsible for Paintline cleaning contracts

Approx. % of Time

Major duties and Responsibilities

60%

Responsible for managing the projects. Ensuring that any drawings are complete, timelines are stipulated, and overall co-ordinating with the shop are outlined and organized

20%:

Responsible for all drawings

20%

Responsible for all preventative maintenance (pm) programs

Note:

May also perform other duties as assigned by the President

Knowledge/ skill requirements:

Must have complete knowledge or understanding JB Finishing Inc..Quality Standards, and Criteria..Must be able to read and interpret blue prints and be to be self-sufficient. Able to work rotating shifts, and be able to make decisions in a fast paced environment.

Type/ Degree of communication skills:

Average skills in communication, and be able to read and write in English.

Nature of the work environment:

- Field/ plant / office 30/30/40
- occasionally required to change areas
- majority of time in a manufacturing environment
- some exposure to heat, chemicals, noise, and production equipment
- safety glasses, safety shoes mandatory
- hearing protection required for some areas

