

JB Finishing Inc.

Position Specification

POSITION TITLE: SERVICE FINISHING TECHNICIAN

DATE: 4/1/2008

Effective Date: tba

Function: Service Technician

Location: Bolton, Ont.

Title of immediate Supervisor: President

Dept.: Manufacturing/ Service

Primary Position Summary

- Responsible for applying powder coating to customer parts.
- Responsible for research and development on our new Batch Oven. This would include providing operational costs, provide cost estimates to customers, product development, functionality and troubleshooting our equipment
- Assist in manufacturing our products.
- Assist in service call in the field.
- Will ensure that all work meets or exceeds local, provincial and federal safety, and specific code requirements.

Approx. % of Time	Major duties and Responsibilities
40%	powder coating
20%	research and development
20%	manufacturing
20%	field service calls

Knowledge/ skill requirements:

Must have knowledge in preparing parts prior to powder coating.

Must have spray application knowledge

Must have hand tool knowledge.

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

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Type/ Degree of communication skills:

Above average written and verbal skill. Familiar with basic computer skills

Nature of the work environment:

- Shop manufacturing / field, 80/20
- 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

Supervisory responsibility:

Responsible for the training of sny future employees in your department

Approvals:

Prepared by:

Date:

Reviewed by: Jim Biscoe\ _____ Date: July 1, 2007
President

Reviewed by: _____ Date: _____