

J.B. Finishing Inc.

Position Specification

POSITION TITLE: SERVICE MECHANIC

DATE: 4/1/2008

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

Effective Date: Feb 22, 2008 **Function:** Service Mechanic **Location:** Bolton, Ont.

Title of immediate Supervisor: Operations Manager **Dept.:** Service/Manufacturing

Primary Position Summary

Responsible for the daily response to service calls of a mechanical nature.

Approx. % of Time

100%

Note:

Major duties and Responsibilities

Install, maintain, and repair stationary industrial machinery, and mechanical equipment.

May also perform other duties as assigned by the Operation Manager.

Knowledge/ skill requirements:

Industrial Mechanic- Millwright Trade certification or equivalent experience/knowledge. Must have complete knowledge or understanding of J.B. Finishing Quality Standards, and possess the ability to weld in all positions, And electrical knowledge.

Must be able to read and interpret blue prints and Able to work rotating shifts, and be able to make decisions in a fast passed environment.

Must possess forklift license in order to run forklift and provide JB Finishing Inc with copy of license

J.B. Finishing Inc.

Position Specification

POSITION TITLE: SERVICE MECHANIC

DATE: 4/1/2008

Type/ Degree of communication skills:

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

Nature of the work environment:

- plant / office/field 30/5/65
- occasionally required to change areas
- majority of time in a service/manufacturing environment
- some exposure to heat, chemicals, noise, and production equipment
- safety glasses, safety shoes mandatory
- hearing protection required for some areas

Supervisory responsibility:

May at the direction of the Operations Manager be responsible for supervising crews on site or employees/contractors in the manufacturing plant.

Approvals:

Prepared by: Antonella Foschia Date: Sept. 29 2000

Reviewed by: **Jim Biscoe** _____ Date: Feb 22, 2008
Operations Manager

Reviewed by: Employee: _____ Date: _____