

## Job Description

**Job Title: Jr. Mechanical Engineer**

**Location: 2068 Piper Lane / 290 Sovereign Road**

**Reports to: Plant Manager**

### **Position Overview:**

The Jr. Mechanical Engineer reports to the Vice President and is responsible for effectively supervising and coaching assigned shifts/employees in the production department to achieve the required safety, quality and production goals of the Company. The Jr. Mechanical Engineer carries out supervisory responsibilities in accordance with the Company's policies and applicable legislation.

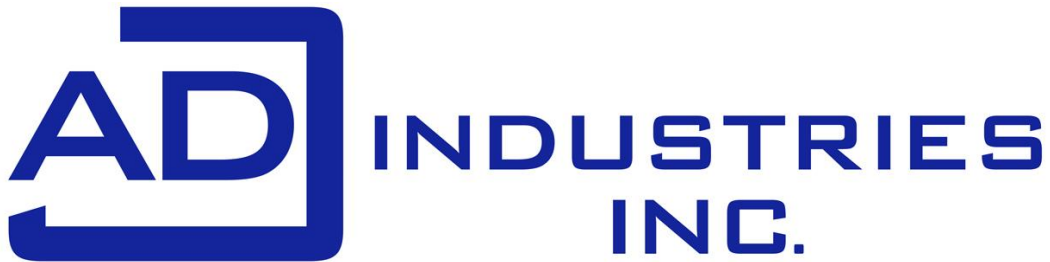
### **Responsibilities and Accountabilities:**

- Analyzes production schedules to estimate work requirements for completion of job assignments.
- Schedules employees and delegates work assignments to effectively meet production needs using knowledge of production processes and methods, machine and equipment capabilities and operator skills.
- Coordinates production schedules with other shifts to ensure meeting production goals and deadlines; exchanges timely information with other supervisors on interdepartmental product flow and work force needs.
- Analyzes work orders/prints and ensures the specifications are understood and translated to employees.
- Ensures that product is in process at all times; plans and organizes work for smooth operations.
- Anticipates production problems, (i.e., material shortages, equipment malfunctions, rush orders, etc.) such that loss of work hours is minimized and production and quality objectives are achieved; resolves work problems and recommends measures to improve productivity.
- Monitors cycle times and shift expectations.
- Maintains tool inventory and department supplies.
- Assists with costing and estimating on fabrication and manufacturing of components;
- Operates within acceptable Quality and ISO9001 standards; ensures quality standards are being met throughout the entire production process and supports efforts to prevent any defects from leaving a work area.
- Acts as a liaison between the production floor and Engineering department to clearly communicate technical issues on the production floor.
- Responsible of overseeing company transactions (time and operations) in company Intranet system.
- Ensures that all production employees use production documentation properly.
- Assists Engineering with design and implementation of fixtures and jigs to improve efficiency and productivity within the production and fabrication process.
- Assists Quality Assurance and Engineering personnel in testing, troubleshooting and modifying processes to improve production methods, equipment performance and quality of products.
- Constantly monitors employee safety practices, and corrects unsafe acts or conditions, re-trains employees, and/or recommends disciplinary action as needed.

Revised:

Supersedes:

Created: November 24, 2017



- Maintains a high level of cleanliness and organization throughout the production work area at all times, ensures proper handling of tools and equipment, and correct operation of machinery to provide a safe working environment.
- Responsible for maintaining and approving production employee's work hours on a daily basis using Owl Time Clock timekeeping system; works with employees to investigate any scheduling and/or payroll related issues.
- Counsels lead hands on Company policies and procedures that apply to their department.
- Supports Production where needed during absences or in situations of increased demand.
- Approves vacation requests in accordance with the Company vacation policy.
- May be required to support the shipping/receiving function in the absence of the Shipper/Receiver.
- Performs other administrative activities necessary for the effective management of the department including but not limited to Health and Safety reports, production and maintenance reports, employee uniform assistance, etc.

#### CNC – as able

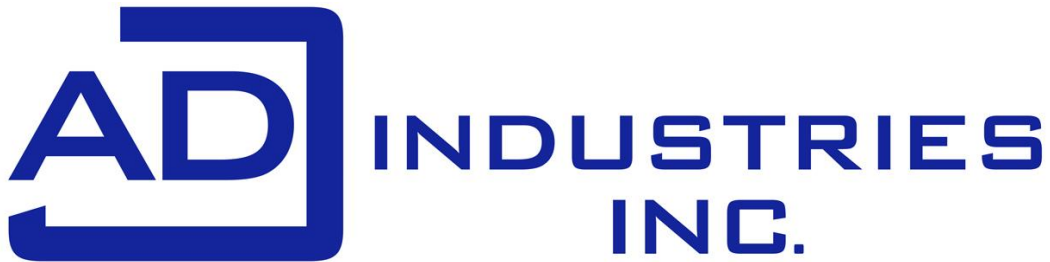
- Assists machine operators in the setup, operations, troubleshooting and maintenance of CNC equipment.
- Performs minor repair tasks to CNC machines and assists with preventative maintenance and upkeep of CNC equipment as able.
- Trains employees on job functions and the operation of CNC machines; works with employees to develop machining skills to a higher level.

#### Welding – as able

- Monitors level of welding consumable inventory (weld rods, gas, flux etc.) and other department supplies; ensures weld cells have proper work materials.
- Assists welders in the setup, operations, troubleshooting and maintenance of welding equipment.
- Lead on programming and maintaining welding robots at both locations (Motoman and Panasonic robots) if qualified.
- Performs minor repair tasks to welding equipment and assists with preventative maintenance and upkeep of all welding equipment, jigs, and fixtures.
- Coordinates with the Weld Technician to ensure employees are trained on job functions and operation of equipment and provides guidance on material preparation including the cutting and welding of raw materials; works with employees to develop welding skills to a higher level.
- Inspects work or confers with Weld Technician to maintain specified standards and quality.

#### Administration

- Responsible for employee relations which includes, but is not limited to, hiring, work direction, mentoring, coaching, disciplining and the identification of training needs for employees.
- Manage and mentor employees. This includes setting performance targets and establishing goals each year with employees and conducting performance reviews as required by company policy.
- Ensure site compliance to all labour, human rights, safety, and environmental regulations.
- Ensures that all employees are suitably trained/qualified/licensed for the various tasks and jobs they must complete.

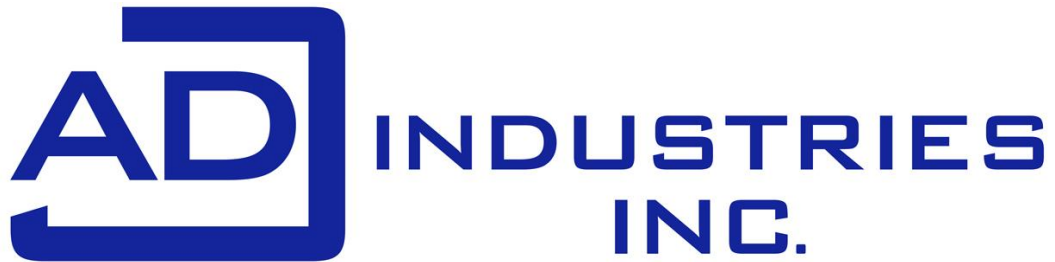


- Responsible for reporting any personal workplace injuries to your direct Manager immediately and completing accident reports for injuries reported by your direct reports as per ADJ's Accident Reporting policy.
- Responsible for addressing safety concerns and hazards raised by direct reports with the support of the EHS Department.
- Maintains an acceptable level of performance by following established policies and procedures, and participating in continuous improvement efforts by supporting and implementing new ideas.
- Sets a positive example by maintaining a respective attitude and working professionally with subordinates, co-workers, management, and internal and external customers
- Is a productive team member and helps to meet established departmental and company goals.
- Wears appropriate personal protective equipment at all times when required.
- Reports to work for regularly scheduled shifts on time and ready to work and is available for situations requiring assistance outside of your regularly schedule shift.
- Follow all company policies and health and safety procedures.
- Effectively gives and receives feedback and willingly asks questions and seeks direction when needed.
- Assists and/or performs in any and all areas as assigned.
- Willingly accepts responsibility of sharing skills and knowledge with other employees.
- Perform all other duties as may be assigned from time to time.

**Qualifications:**

- Must meet the requirements of the Canadian Controlled Goods Security Assessment Application as per Section 15 of the Controlled Goods Regulations, SOR/2001-32.
- 4 Year engineering Degree or a Diploma in CNC/CAM, Manufacturing/Engineering, Welding Technology or equivalent plus work experience.
- 2 years of experience working in a manufacturing environment specializing in CNC machining of metals and castings, knowledge of tooling and measuring devices or heavy fabrication.
- 2 years supervisory experience in a production manufacturing setting.
- Ability to develop, edit, and modify CNC programs using prints and knowledge of Master Cam an asset.
- Practical and theoretical proficiency with SMAW, GMAW, and GTAW processes.
- Experience with CAD systems and fixture design an asset.
- Experience in developing process routings for large welded fabrications.
- Ability to plan, organize and coordinate production. Must be adaptable to a changing work environment,.
- Strong motivator to provide effective leadership and create a positive working environment.
- Overhead crane and forklift experience an asset

Successful applicants must meet all requirements under the Canada Controlled Goods Regulations (CGR) and must be approved as mandated by Public Works & Government Services Canada and applicable contractual obligations.



Interested applicants should forward their resume to [hr@adjindustries.com](mailto:hr@adjindustries.com).

*Accommodation is available in all aspects of the recruitment process. If accommodation is required applicants should make this known in advance.*

*We thank all who apply however only those selected for an interview will be contacted*

For more information please visit our website at [www.adjindustries.com](http://www.adjindustries.com)