

Job Description

Job Title: Tool Room Machinist Reports To: Maintenance Manager
Locations: London Operations Job Code: EM521

Position Overview:

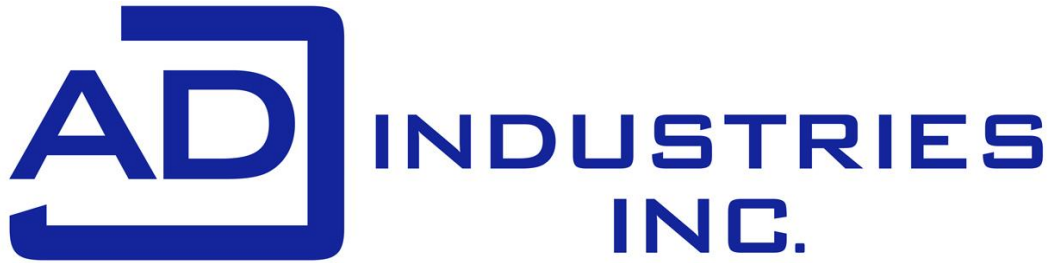
The Tool Room Machinist reports to the Production Supervisor and is responsible for building and repairing tools using machining operations and measuring instruments. This position support both of ADJ Industries Inc. locations.

Responsibilities and Accountabilities:

- Manufacture, modify & repair jigs, fixtures, tools, machinery parts and gauges as needed.
- Read and interpret technical drawings to verify machined parts and to create or modify tools, dies, jigs and molds.
- May be required to reverse engineer old parts in order to create blueprints when absent.
- Machine small production parts as required.
- Perform custom modifications or rework on production parts
- Maybe required to use manual and CNC Lathes and Mills.
- Follows approved work instructions and drawings provided.
- May operate one or more of the following machine(s) concurrently in assigned area under limited supervision: band saw, sandblaster, manual mill, manual drill press, hand (both Inside Diameter (ID) and Outside Diameter (OD)) grinders, and other power tools.
- May use one or more of the following for measuring and inspection: tape measure, various types of micrometers and calipers, profilometer, height gauge, indicators, edge finders, thread gauges, pin gauges, and bore gauges with master ring.
- Required to perform some simple machine preventative maintenance functions for Machine Shop equipment.
- Keeps machines and work area clean; notifies supervisor or maintenance when machine abnormalities occur.
- An ability to work closely with management and engineering to solve manufacturing issues.
- Possess the ability to use the computer system (MFG/Pro) for basic departmental transactions.
- Safely move components with lifting devices such as overhead cranes, jib cranes, and fork-lifts.
- Supports both ADJ location in all functions requiring support from the Machine Shop.

Administration

- 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, cooperating with co-workers, management, and internal and external customers.
- Be a productive team member and help to meet established departmental and Company goals.
- Wears appropriate personal protective equipment at all times when required
- Report any personal workplace injuries to direct supervisor immediately.



- Report safety issues to direct supervisor or EHS Manager as soon as possible.
- Responsible for knowing where non-hazardous waste collection containers are located and for putting non-hazardous/hazardous wastes in appropriate containers.
- Report to work for your regularly scheduled shifts on time and ready to work.
- Follow all company policies and health and safety procedures.
- Effectively gives and receives feedback and willingly asks questions and seeks direction when needed.
- May work any and all shifts/days as required and may be asked to work between ADJ facilities.
- 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.
- College/vocational or technical training in a mechanical discipline.
- Tool and Die certificate an asset, or comparable skill set to CNC Operator III.
- 5 year experience setting up and operating manual lathes, mills and related secondary equipment to produce prototype and production parts to engineering specifications
- Working knowledge of other machine shop equipment (CNC mills and lathes, drills surface & rotary grinders) is preferred.
- Require general knowledge of Geometric Dimensioning and Tolerancing (GD&T).
- General knowledge of blue print reading.
- Basic material knowledge and math skills.
- Experience using lifting devices (cranes and fork-lifts).
- Must meet all training requirements as defined by department.

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.

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