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10 Highbury Avenue
St. Thomas, Ontario
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Grinding Labourer
Full Time Permanent
Competitive Wages

Job ID: ST482MF
Job Posted: March 13, 2020
Job Closes: April 22, 2020

RESPONSIBILITIES:

Finishing Responsibilities:

- Review Confirm previous days duties and update with lead hand/manager and receive assigned tasks for the day
- Review paperwork and sign into Epicor
- Set up work bench with all required tooling
- Review grinding procedure and confirm first article is complete with manager
- Leave approved first article part separate and visible from the production run to ensure matching quality is achieved
- Using sanders, grinders, pneumatic files, polishers, belt sanders, disc sanders, electric grinders to remove ejection marks, and drag to ensure consistent finish to part and prepare surface for paint
- Deburr parts after finishing is completed to remove sharp edges
- Confirm part counts are accurate prior to inputting into system
- Submit part request

General Administrative Responsibilities:

- Review all specific assigned paperwork (PIMP, travel card, red tags, etc.)
- Accurately track work in Epicor system
- Complete all paperwork when the job is completed so part is ready to move to the next stage

Quality:

- Continuously monitor quality of part in comparison to approved first article
- Verify dimensions on specific parts as required
- Inform Lead Hand/Manager of any issues or concerns related to the specific part

Health & Safety Responsibilities:

- Adhere to all departmental safety protocols.
- Maintain an organized and safe work environment.
- Wear all required PPE.
- Report any concerns regarding departmental hazards to Supervisor/Manager.
- General housekeeping duties.
- Identify and address any equipment malfunction or concerns and report

KNOWLEDGE/SKILL/ABILITY/WORKING CONDITIONS:

Skills and Abilities Required to Perform Duties:

- Attention to detail.
- Hand-eye coordination.
- Strong work ethic.
- Excellent communication skills.

Working Conditions:

- Ability to stand for long periods of time.
- Ability to lift up to 50lbs repeatedly.
- Fast paced.

To apply:

Email your resume to: jobs@employmentserviceselgin.ca
Please ensure the Job ID is in the Subject Line