



POSITION: Glass Operator – Level 1

REPORTS TO: Glass Fabrication Team Lead

LOCATION: Brampton

PRIMARY PURPOSE AND FUNCTION:

The Glass Operator – Level 1 is responsible for being able to operate all glass fabrication equipment including the cutting table, beveling/polishing machines, drilling machines and shape beveling machines

QUALIFICATIONS:

Formal Education: High School diploma.

Knowledge/Skills: The position of Glass Operator – Level 1 requires a basic understanding of all relevant company procedures. Advanced motor skills are needed when dealing with glass fabrication equipment. The operator must have a cooperative and flexible attitude, strong attention to detail and safety and the ability to multi-task and meet deadlines.

Communication Skills: The incumbent must possess basic oral and written communication skills in order to communicate with supervisors and co-workers etc. Reading skills are necessary to ensure safety compliance when dealing with machinery and understanding labels, part numbers and job orders.

Length & Nature of Prior Experience: 12 months of some types of glass fabrication experience in a manufacturing environment is required.

MAJOR RESPONSIBILITIES:

1. Operates the automated glass cutting table line.
2. Operates the glass polisher/beveller by loading and unloading the glass onto the machine.
2. Sets up materials for that day's orders.
3. Operates drilling machines to make holes and notches in glass as per order.
4. Visually inspects glass to ensure quality and to reduce scrap.
5. Reads tape measure and understands bevel gauges to ensure minimization of wasted product.
6. Completes paper work associated with scrap, quality audits, etc.
7. Provides general housekeeping, as necessary.
8. Counts and wraps glass as needed.
9. Any other related duties that may be requested from time to time by the Team Lead, or Plant Manager.

NATURE AND SCOPE OF POSITION:

The position of Glass Operator – Level 1 is an individual contributor responsible for work assigned by others (team-lead, supervisor, etc). It reports directly to the Glass Fabrication Team lead.

The incumbent interacts with co-workers and supervisors.

Thinking challenges and problem solving would typically be routine, but may be varied on occasion. Decisions made would normally impact transactions in the short term.

The position has limited freedom to act because work usually follows standardized practices and procedures and unusual problems are referred to an immediate supervisor.

WORKING CONDITIONS:

Work performed has some variety, but changes are infrequent, Operator must pay close attention to details

The Glass Production Operator performs most tasks in a standing position for long periods at a time. Some heavy lifting is required and work is repetitive and monotonous.

A majority of the time is spent in a plant environment with regular exposure to uncomfortable physical factors or risk of illness or injury. Working with glass requires a high level of attention to safety for the individual as well as the team.

NOTE: This job description is not intended to be all-inclusive. Employees may perform duties as negotiated to meet the ongoing needs of the organization.

Please acknowledge your review and acceptance of this job description below

Employee (Please Print)

Signature

Date