

# THE WYNFORD GROUP

## CANADIAN SALARY SURVEYS



### THE SUPPLY CHAIN & MANUFACTURING SURVEY

### 2012 POSITION SUMMARIES



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# THE SUPPLY CHAIN & MANUFACTURING SURVEY

## POSITION SUMMARIES

JOB FAMILYPOSITION CODE**MANAGEMENT**

Director of Supply Chain	3701
General Manager	3702
VP Manufacturing	3703
VP Operations	3704
Director of Transportation	3706
Director Loss Prevention/Risk Management	3765

**PROCUREMENT**

Director Procurement	3707
Procurement Manager	3705
Buyer Lead (Supervisor)	3709
Buyer 3	3708
Buyer 2	3711
Buyer 1	3712
Import/Export Manager	3725
Import/Export Clerk	3727
Materials Manager	3730
Materials Planner/Expediter	3732

**CONTRACTS**

Contract Manager	3759
Contract Specialist	3787
Contract Analyst	3758
Contract Administrator	3760
Contract Assistant (New)	3729

**WAREHOUSING & DISTRIBUTION**

Warehouse Manager	3714
Fleet Manager	3797
Inventory Manager	3723
Inventory Control Analyst	3716
Inventory Clerk	3715
Warehouse Supervisor	3717
Stock Handler 1	3719
Stock Handler 2	3726
Forklift Operator	3728
Order Picker	3724
Shipping and Receiving Supervisor (Revised Title) (Revised)	3718
Shipping/Receiving Clerk	3713
Logistics Analyst	3720
Transportation Manager	3721
Traffic Supervisor	3722
Dispatcher	3791
Truck Driver – Heavy	3792
Truck Driver – Light	3795

JOB FAMILYPOSITION CODE**EQUIPMENT AND MAINTENANCE**

Director Maintenance (New)	4471
Director Equipment (New)	4472
Equipment Manager	4475
Equipment Coordinator	4478
Manager Heavy Equipment Maintenance	4480
Maintenance Supervisor (New)	4481
Heavy Equipment Maintenance Planner	4482
Shop Foreman	4485
Heavy Equipment Technician	4488

**OPERATIONS ADMIN**

Manager Supply Chain	3734
Supply Chain Analyst	3735
Data Interchange Specialist	3737
EDI Support Specialist	3740
Client Liaison Coordinator	3745
Product Development Manager	3789
Production Planning Manager	3780
Production Planner 2	3781
Production Planner 1	3783
Production Maintenance Planner	3784
Operational Excellence Coordinator	3785

**HEALTH AND SAFETY**

Director Health, Safety & Environment	3764
Safety Manager	3766
Safety Specialist	3768
Safety Officer	3767

**QUALITY CONTROL**

Quality Control Manager	3753
Quality Control Specialist	3754
Quality Control Analyst 3	3755
Quality Control Analyst 2	3756
Quality Control Analyst 1	3757

**ASSET MANAGEMENT (NEW)**

Asset Management Manager (New)	3840
Asset Management Coordinator (New)	3842

**PRODUCTION**

Director Operations	3771
Operations Manager	3770
Production Plant Manager (Level 3)	3772
Production Superintendent (Level 2)	3773
Production Supervisor (Level 1)	3774
Shift Supervisor	3775
Operator/Assembler 4	3776
Operator/Assembler 3	3777
Operator/Assembler 2	3778
Operator/Assembler 1	3779

JOB FAMILYPOSITION CODE**MANUFACTURING ENGINEERING**

Manufacturing/Process Engineering Manager (Revised Title) (Revised)	4623
Manufacturing/Process Engineer Specialist (Level E) (Revised Title) (Revised)	4625
Manufacturing/Process Engineer (Level D) (Revised Title) (Revised)	4626
Manufacturing/Process Engineer (Level C) (Revised Title) (Revised)	4627
Manufacturing/Process Engineer (Level B) (Revised Title) (Revised)	4628
Manufacturing/Process Engineer (Level A) (Revised Title) (Revised)	4629
Manufacturing Engineering Technician 2	4633
Manufacturing Engineering Technician 1	4634

**SCIENCE**

R & D Director	4642
R & D Manager	4643
Scientist 5	4645
Scientist 4	4646
Scientist 3	4647
Scientist 2	4648
Scientist 1	4649
Lab Manager	4652
Lab Technologist 2	4655
Lab Technologist 1	4656
Lab Assistant	4658

**ENVIRONMENTAL SCIENTISTS (NEW)**

Environmental Scientist 5 (New)	4672
Environmental Scientist 4 (New)	4673
Environmental Scientist 3 (New)	4674
Environmental Scientist 2 (New)	4675
Environmental Scientist 1 (New)	4676

**FACILITIES MAINTENANCE**

Director Facilities	3805
Facilities Manager	3810
Facilities Coordinator	3815
Facilities Assistant (New)	3816
Facilities Maintenance Mechanic	3811
Maintenance Worker	3812
Sanitation Custodian	3817
Security Manager	3813
Security Guard	3814

**MINING OPERATIONS (NEW)**

Mine Manager (New)	4710
Mine Maintenance Manager (New)	4711
Minerals Processing Operator 3 (New)	4712
Minerals Processing Operator 2 (New)	4713
Minerals Processing Operator 1 (New)	4714
Diamond Driller (New)	4715
Prospector (New)	4716
Underground Miner (New)	4717
Diamond Driller Helper (New)	4718
Mining Engineer F+ (New)	4720
Mining Engineer F (New)	4721
Mining Engineer E (New)	4722
Mining Engineer D (New)	4723
Mining Engineer C (New)	4724
Mining Engineer B (New)	4725
Mining Engineer A (New)	4726

JOB FAMILYPOSITION CODE**TECHNICAL SERVICES**

Manager Technical Services	4410
Sr. Technical Field Advisor	4415
Technical Field Advisor	4417
Technical Coordinator	4419

**TECHNOLOGISTS**

Technologist Lead	4432
Technologist 4	4434
Technologist 3	4436
Technologist 2	4437
Technologist 1	4438

**FIELD INSPECTORS**

Field Inspector 3	4423
Field Inspector 2	4424
Field Inspector 1	4425

**PROJECT CONTROLS**

Project Controls Manager	4442
Project Controls Specialist	4444
Estimator	4446
Planner/Scheduler	4448

**PLANT/PROCESS OPERATORS**

Plant/Process Operations Shift Supervisor	4495
Plant/Process Operator 4	4496
Plant/Process Operator 3	4497
Plant/Process Operator 2	4498
Plant/Process Operator 1	4499

**TRADES*****Millwright***

▪ Lead	4510
▪ Journeyman	4511
▪ 4th Year Apprentice	4512
▪ 3rd Year Apprentice	4513
▪ 2nd Year Apprentice	4514
▪ 1st Year Apprentice	4515

***Heavy Duty Mechanic***

▪ Lead	4520
▪ Journeyman	4521
▪ 4th Year Apprentice	4522
▪ 3rd Year Apprentice	4523
▪ 2nd Year Apprentice	4524
▪ 1st Year Apprentice	4525

***Fleet Mechanic***

▪ Lead	4530
▪ Journeyman	4531
▪ 4th Year Apprentice	4532
▪ 3rd Year Apprentice	4533
▪ 2nd Year Apprentice	4534
▪ 1st Year Apprentice	4535

JOB FAMILYPOSITION CODE**TRADES (continued)*****Electrician***

▪ Lead	4540
▪ Journeyman	4541
▪ 4th Year Apprentice	4542
▪ 3rd Year Apprentice	4543
▪ 2nd Year Apprentice	4544
▪ 1st Year Apprentice	4545

***Welder***

▪ Lead	4550
▪ Journeyman	4551
▪ 4th Year Apprentice	4552
▪ 3rd Year Apprentice	4553
▪ 2nd Year Apprentice	4554
▪ 1st Year Apprentice	4555

***Pipefitter***

▪ Lead	4560
▪ Journeyman	4561
▪ 4th Year Apprentice	4562
▪ 3rd Year Apprentice	4563
▪ 2nd Year Apprentice	4564
▪ 1st Year Apprentice	4565

***Power (Stationary) Engineer***

▪ 1 <sup>st</sup> Class (Lead)	4570
▪ 2 <sup>nd</sup> Class	4571
▪ 3 <sup>rd</sup> Class	4572
▪ 4 <sup>th</sup> Class	4573
▪ 5 <sup>th</sup> Class	4574

***Machinist (New)***

▪ Lead (New)	4600
▪ Journeyman (New)	4601
▪ 4th Year Apprentice (New)	4602
▪ 3rd Year Apprentice (New)	4603
▪ 2nd Year Apprentice (New)	4604
▪ 1st Year Apprentice (New)	4605

***General Labourer***

▪ Senior	4580
▪ Skilled	4581
▪ Intermediate	4582
▪ Entry	4583

***Painter***

▪ Lead	4585
▪ Journeyman	4586

***Plumber***

▪ Lead	4590
▪ Journeyman	4591

***Instrumentation Tech***

▪ Lead	4593
▪ Journeyman	4594

***Carpenter***

▪ Lead	4596
▪ Journeyman	4597

<b>MANAGEMENT</b>
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**DIRECTOR OF SUPPLY CHAIN (PURCHASING & DISTRIBUTION) - POSITION CODE 3701**

Responsible for leadership of the Supply Chain function or several specific functional areas, in a larger organization. (Often a second level manager.) Duties may include:

- Developing Supply Chain strategies that align with company values and goals (from customer service to successful operational execution).
- Management and coordination of the flow of materials and equipment from acquisition to disposition.
- Management, development and implementation of all (or several) of the following programs: maintenance of centralized purchasing, stores, and distribution programs and procedures.
- Preparation, monitoring, and administration of the annual operating and capital equipment budget including containing and minimizing the direct and indirect costs of the purchasing function.
- Management and supervision of department staff.

Post-secondary degree relating to purchasing management/administration plus P.Log. and/or PMAC certification and significant purchasing experience.

**GENERAL MANAGER - POSITION CODE 3702**

Responsible for managing all operational execution and overall administration of all office, warehousing, administrative and financial services (within a specific location or region) to targeted performance standards. Duties may include:

- Development of customer service process improvements.
- Issue resolution identified from logistics forecasting, modeling, and inventory projections.
- Directs purchasing, inventory and quality control processes.
- Oversees import and export processes.
- Managing to labour standards, handling industrial relations and administration standards.
- Determines Identifies outsourcing opportunities and vendor selection criteria.
- Management and supervision of staff and budget (with P&L responsibility).

Typically has a post-secondary education in Business (or equivalent) with 7+ years of related experience. Has a broad knowledge of warehousing and distribution processes, operational business issue resolution.

**VP MANUFACTURING - POSITION CODE 3703**

Formulates and recommends manufacturing policies to maintain or improve the profitability of production operations. Duties may include:

- Contributes to business direction, typically as a member of the executive team.
- Develops and implements manufacturing strategy, including associated programs, policies and procedures for manufacturing operations.
- Responsible for the financial performance of manufacturing operations.
- Investigates and implements new methods/technologies that will increase the cost effectiveness of manufacturing operations.
- Supervises and directs resources in areas such as production, materials management, quality control, and plant maintenance.
- Interfaces with cross-functional groups (e.g., Sales, Marketing, Engineering) to ensure timely and accurate exchange of information and expectations regarding product design, manufacturability and production schedules.

Typically has a business or engineering degree. Has significant line plant management and technical business experience.

**VP OPERATIONS - POSITION CODE 3704**

Responsible for one or more operational units or facilities. Duties may include:

- Plans, develops and implements operational strategies in the context of overall organizational strategy.
- Responsible for the financial performance of the facility.
- Develops policies for line operational area; plans, directs and assists departmental staff in achieving operational results.
- Recommends, monitors and reports on results against budgetary and performance measures.
- Advises on the introduction of new processes, equipment, and products to improve operational effectiveness.
- Establishes workplace climate and ensures unit is resourced to achieve objectives.

Post-secondary degree with significant line area management experience.

**DIRECTOR OF TRANSPORTATION - POSITION CODE 3706**

Responsibility for overall management of all industry transportation and distribution services, and leading all operational execution including development of customer service process improvements. Duties may include:

- Reviews and actions issues relating to logistics forecasting, modeling, and inventory projections.
- Directs delivery of domestic and international customer shipment and carrier relations processes.
- Determines additional key vendor relationships (carriers, suppliers and customs brokers).
- Negotiates vendor contracts and determines acceptable service agreement standards.
- Decides on transportation outsourcing opportunities and vendor selection criteria.
- Develops transportation metrics and monitors against targeted performance standards.
- Management and supervision of department staff and budget.

Typically has post-secondary education in Business (or equivalent), completion of several P. Log. Modules, with 10+ years related experience. Has a broad knowledge of business issues and processes such as Transportation and Distribution Management, and effective warehouse practices.

**DIRECTOR LOSS PREVENTION / RISK MANAGEMENT - POSITION CODE 3765**

Responsible for minimizing loss of products and maximizing security, transportation and warehousing processes, product profitability, and insurance requirements (for a single location or region). Duties may include:

- Defines metrics to measure, analyze, improve and control exposure.
- Developing packaging, storage, shipping strategies to minimize product spoilage.
- Determines and monitors security processes to ensure minimal opportunity for product loss or pilfering.
- Reviews and manages general liability insurance, operating risk, and property, casualty and product liability insurance.
- Maintains on-going client relationships with key clients to ensure delivery deadlines are not impacted by loss prevention processes.
- May have responsibility for safety procedures and managing safety to regulated standards.
- Management and supervision of staff and budget.

Typically has post-secondary education in Business (or equivalent) with 10+ year's related experience. Has a broad knowledge of business issues and processes such as Warehouse Management, Risk Management, or Highway/Transportation May also hold certificates in on or more of the following: WHMIS, Transportation of Dangerous Goods, or H2S.



<b>PROCUREMENT</b>
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**DIRECTOR PROCUREMENT - POSITION CODE 3707**

Responsible for the development, implementation, and maintenance of centralized purchasing supplier performance, and inventory management procedures. Duties may include:

- Directs the management and coordination of the flow of materials and equipment from acquisition to disposition.
- Develops strategic plan, and policies for the operation of procurement activities.
- Directs the bid, contract negotiation, and service contract processes.
- Providing leadership and guidance on developing and maintaining long-term agreements or contracts with suppliers.
- Designing and managing a process to evaluate supplier quotations using appropriate negotiation and purchasing techniques that will ensure quality, price, delivery and after sales service.
- Designing, implementing and managing a Vendor Performance program.
- Preparation, monitoring, and administration of the annual operating and capital budget.
- Management and supervision of department staff and budget.

Post-secondary degree relating to purchasing management/administration plus P.Log. and PMAC certification and significant (12+ years) purchasing and or distribution experience.

**PROCUREMENT MANAGER - POSITION CODE 3705**

Responsible for the development, implementation, and maintenance of centralized purchasing supplier performance, and inventory management procedures. Duties may include:

- Management and coordination of the flow of materials and equipment from acquisition to disposition.
- Analysis of product, supply and value chains.
- Analysis and management of product life cycle.
- Manages the bid, contract negotiation, and service contract processes.
- Develops and maintains long-term agreements or contracts with suppliers.
- Establishing processes for continuous supplier development.
- Preparation, monitoring, and administration of the annual operating and capital budget for department.
- Management and supervision of department staff and budget.

Post-secondary degree relating to purchasing management/administration plus P.Log. and PMAC certification and significant (10+ years) purchasing and or distribution experience.

**BUYER LEAD (SUPERVISOR) - POSITION CODE 3709**

Responsible for managing other Buyers, and initiating large purchase orders. Duties may include:

- Developing key vendor criteria and vendor selection, and relationship management.
- Managing partnerships and alliances, and relationship management.
- Monitors the bid, contract negotiation, and service contract processes.
- Manages very large or highly complex procurement projects.
- Leadership of other less experienced buyers.
- Monitors sales and approves major Purchase Orders.
- Market analysis or competitive commodity price reviews.

Post-secondary degree plus P.Log. and PMAC with 10+ years of purchasing experience.

**BUYER LEVEL 3 - POSITION CODE 3708**

Senior Level. Responsible for purchasing of specialized items requiring extensive knowledge and experience in specialty areas. Duties may include:

- Determines purchase requirements for a large portfolio of accounts by reviewing inventories and purchase requests
- Managing partnerships and alliances within client group.
- Leads the bid, contract negotiation, and service contract processes for client area.
- Manages more complex/technical procurement projects.
- Monitors sales and approves major Purchase Orders.
- Market analysis or competitive commodity price reviews.

Post-secondary degree plus PMAC with 6+ years of purchasing experience.

**BUYER 2 - POSITION CODE 3711**

Working Level. Responsible for purchasing a variety of items requiring knowledge of specific processes and equipment.

Duties may include:

- Coordination of specific buying needs through direct contact with company departments.
- Provides specifications for items requested by departments.
- Designs and maintains appropriate records for efficient operations.
- May provide supervision to junior level buyers and clerical support.

Post-secondary degree in Business Administration with a minimum of 3 - 4 years of purchasing experience supplemented with PMAC Level II certification.

**BUYER 1 - POSITION CODE 3712**

Junior Level. Responsible for assisting in the purchasing of raw materials, supplies, and equipment using defined procedures and policies. Duties may include:

- Market investigation for best sources of qualified suppliers.
- Communicates with qualified suppliers to obtain current pricing information, quotations, and bids.
- Assists in follow-up to ensure proper delivery of goods and services.

Post-secondary degree in Business Administration with 0 - 2 years experience in purchasing and distribution activities.

**IMPORT/EXPORT MANAGER - POSITION CODE 3725**

Responsible for merchandise arrival and delivery from foreign destinations. Duties may include:

- Ensures customs and excise guidelines are followed.
- Implementing practices to reduce the likelihood of AMPS or other related penalties, and validating brokerage fees.
- Researching and selecting the most cost effective and applicable route of travel (air, surface, rail).
- Managing vendor relationships (carriers, suppliers and customs brokers).
- Ensuring products and materials are shipped on time.

Post-secondary degree combined with CIFFA certification and 8+ years of customs experience.

**IMPORT/EXPORT CLERK - POSITION CODE 3727**

Responsible for ensuring shipment issues are minimal and accurate recording of delivery information is captured. Duties may include:

- Ensures correct duties, tariffs, weight, price conversion and quantity shipped matches order.
- Examines shipping documents to ensure compliance with federal regulations.
- Data entry of import/export/shipping information.
- Identifying customs issues and recommending resolutions.

Completion of several CIFFA courses, combined with 3+ years of related experience.

**MATERIALS MANAGER - POSITION CODE 3730**

Responsible for the determination of requirements and timely coordination of all materials. Duties may include:

- Reviewing production schedules, supply levels, and anticipating supply needs.
- Resolves inventory control issues, and develops alternate sourcing strategies.
- Maintains inventory system, inventory level analysis (inventory turnover & stock levels).
- Identifies outsourcing opportunities and vendor selection criteria.

Post-secondary degree combined with 10+ years of experience (including MRP systems) and completion of several P.Log. Modules and PMAC courses.

**MATERIALS PLANNER/EXPEDITER - POSITION CODE 3732**

Responsible for material deadline management. Duties may include:

- Monitoring material quantity and delivery dates to adhere to master schedule.
- Initiates purchase orders and requisitions.
- Liaises with the production and/ or operations department(s).
- Monitors the flow of raw materials through to finished product.

Post-secondary degree and 3 - 5 years of inventory management experience.

<b>CONTRACTS</b>
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**CONTRACT MANAGER - POSITION CODE 3759**

Management Level. Manages the administration and coordination of activities involving the acceptance, monitoring, and performance of contracts and sub-contracts between the organization and client/vendors. Duties may include:

- Contract liaison between organization and client/vendors.
- Participation in pre-contract discussions and negotiation of major contracts.
- Reviews and analyses contract documents to determine contractual obligation.
- Resolving highly complex problems regarding contract interpretation, compliance or reporting.
- Developing procedures and systems and implementing corporate policies.
- Monitors organization's company performance for conformance to original proposal.
- Manages the preparation and dissemination of information throughout the organization on contract status, compliance, negotiation and termination.

Post-secondary degree in Business Administration or an equivalent field. Extensive practical and working knowledge of contract practices and regulations. Extensive experience in preparation and monitoring of contracts with completion of several PMAC or legal courses.

**CONTRACT SPECIALIST - POSITION CODE 3787**

Specialist Level. Responsible for administration and coordinating activities involving the acceptance, monitoring, and performance of contracts and sub-contracts between the organization and client/vendors. Duties may include:

- Conducts pre-contract discussions, contract negotiations, and contract changes of contracts of larger scope and complexity.
- Receives and evaluating bids and awards contracts.
- Contract liaison between organization and client/vendors.
- Prepares Contract Strategy/Plan.
- Reviews and analyses complex contract documents to determine contractual obligation.
- Monitors organization's performance for conformance to original proposal.
- Resolves highly complex or high-risk problems.
- Administers the preparation and dissemination of information throughout organization on contract status, compliance, negotiation and termination.
- May provide guidance to less experienced contract analysts

Post-secondary degree in Business Administration or an equivalent field. Practical and working knowledge of contract practices and regulations. 8+ years of experience in preparation and monitoring of contracts with completion of several PMAC or legal courses.

**CONTRACT ANALYST - POSITION CODE 3758**

Senior Level. Responsible for administration and coordinating activities involving the acceptance, monitoring, and performance of contracts and sub-contracts between the organization and client/vendors. Duties may include:

- Participation in pre-contract discussions, contract negotiations, and contract changes of contracts of larger scope and complexity.
- May receive and evaluating bids and award contracts.
- Contract liaison between organization and client/vendors.
- Reviews and analyses complex contract documents to determine contractual obligation.
- Monitors organization's performance for conformance to original proposal.
- Administers the preparation and dissemination of information throughout organization on contract status, compliance, negotiation and termination.

Post-secondary degree in Business Administration or an equivalent field. Practical and working knowledge of contract practices and regulations. 4+ years of experience in preparation and monitoring of contracts with completion of several PMAC or legal courses.

**CONTRACT ADMINISTRATOR - POSITION CODE 3760**

Fully Competent. Responsible for administration and coordinating activities involving the acceptance, monitoring, and performance of contracts and sub-contracts between the organization and client/vendors. Duties may include:

- Contract liaison between organization and client/vendors.
- Participation in pre-contract discussions, contract negotiations, and contract changes.
- Reviews and analyses contract documents to determine contractual obligation.
- Monitors organization's performance for conformance to original proposal.
- Administers the preparation and dissemination of information throughout organization on contract status, compliance, negotiation and termination.
- Compiling statistical information.

Post-secondary degree in Business Administration or an equivalent field. Practical and working knowledge of contract practices and regulations. 3+ years of experience in preparation and monitoring of contracts with completion of several PMAC or legal courses.

**CONTRACT ASSISTANT - POSITION CODE 3729 (NEW)**

Responsible for providing clerical/administrative support to the Contract area in the Procurement department. Duties may include:

- Provides a wide variety of administrative services to the Contract team.
- Assists with the review, negotiation and administration of contracts and subcontracts, contract and insurance compliance, contract file maintenance and related activities.
- Prepares contracts, leases, memoranda and other legal documents using standard templates.
- Collects, prepares, develops and/or compiles all documentation for meetings/discussions, including presentation materials.
- May assist with the tabulation and preparation of estimates.

High school diploma with some business/administrative experience.

**WAREHOUSE AND DISTRIBUTION****WAREHOUSE MANAGER - POSITION CODE 3714**

Organizes and directs the activities of the warehouse environment. Ensures efficient utilization of facilities for receipt, storage, and distribution of materials. Duties may include:

- Planning and scheduling of operating procedures.
- Development, implementation, and monitoring of inventory control and distribution systems.
- Communication with material vendors and customers.
- Supervision of warehouse area employees.

Post-secondary degree in materials management with extensive experience in materials, scheduling, and production.

**FLEET MANAGER - POSITION CODE 3797**

Responsible for the comprehensive inspection, maintenance, repair, and budget of the organization's vehicle fleet.

Duties may include:

- Plan, organize, direct and controls daily operations.
- Establish and implement policies and safety standards.
- Reviews purchase requests for new and replacement vehicles.
- Oversees repair and maintenance activities.
- Plans and administers a preventive maintenance and vehicular replacement program for organization's vehicles.
- Management and supervision of department staff and budget.

Typical experience includes at least 5 years experience working in a management capacity overseeing a fleet of vehicles and has Journeyman Mechanic certificate with 8 - 10 years of related experience.

**INVENTORY MANAGER - POSITION CODE 3723**

Manages all aspects of inventory planning and control. Duties may include:

- Designing, maintaining and upgrading systems which track receipt of goods, inventory turnover and levels, and distribution systems.
- Ensuring adequate supply of goods available to meet production and internal/external customer requirements.
- Replenishing stock within established replacement policies. May dispose of outdated stock.
- Controlling, reviewing and reporting on stock rotation, inventory adjustments; maintaining cycle counts and inventory integrity.
- Supervising the inventory control staff.
- Working with buyers to manage supplier relationships.

Post-secondary degree with extensive experience in inventory control. Proven communication and management skills.

**INVENTORY CONTROL ANALYST - POSITION CODE 3716**

Analyzes inventory levels, flow, statistics, and performance monitoring. Duties may include:

- Reviewing and monitoring plant purchase orders and inventory.
- Inventory turnover and restocking levels for single or multiple locations.
- Identifies potential excess and shortage risks.
- Supplier liaison.
- Review and forecasting of the Master schedule.

Post-secondary degree combined with the completion of several P.Log. Modules and PMAC courses combined with 4+ years of related experience.

**INVENTORY CLERK - POSITION CODE 3715**

Junior Level. Performs routine and/or simple clerical work in the receipt and issuance of items, materials, and commodities. Duties may include:

- Receives and processes order slips, inventory sheets, purchase orders, and similar materials according to departmental procedures.
- Marking or coding items for inventory control purposes.
- Maintenance of inventory control records system.
- Issues materials according to procedures.

High school graduation with knowledge of basic computer operations and data processing. Good organizational abilities.

**WAREHOUSE SUPERVISOR - POSITION CODE 3717**

Responsible for managing the warehouse operations on a day-to-day basis. Duties may include:

- Supervises, plans and schedules activities of team members, (loading, unloading per request via forklift, mechanical selection or by hand).
- Responds to external customers and vendors; troubleshoots operations; adjusts team schedules, team activities to expedite requests.
- Ensures goods are received, stored and distributed according to departmental procedures and in a safe manner.
- Monitors inventory levels and produces reports for management summarizing results against operational measures.
- May include shift-work.

High school graduation with 5+ years experience in material handling and knowledge of computerized inventory systems and applications.

**STOCK HANDLER 1 - POSITION CODE 3719**

Developmental Level. Responsible for the physical distribution process of shipping and receiving goods. Duties may include:

- Loading and unloading, per request typically via mechanical selection, or by hand.
- Stocking, sorting supplies or products into storage areas or inventory bins.
- May also assess stock supply and update inventory records.
- Communicating with internal and external customers and vendors regarding orders and shipping delays.

High school graduation with limited materials handling experience. May require forklift training. Possesses basic PC skills and keyboarding techniques. Good communication skills.

**STOCK HANDLER 2 - POSITION CODE 3726**

Senior Level - Responsible for the physical distribution process of shipping and receiving goods, spill and damage control and some inventory control. Duties may include:

- Loading and unloading, per request via forklift, mechanical selection, stock locator systems, palletized loads, or rack loading.
- Stocking, sorting supplies or products into storage areas or inventory bins.
- Assessing stock supply and updating inventory records.
- Restocking packing machines. May repair or document packing equipment repairs.
- Communicates with internal and external customers and vendors to resolve problems while troubleshooting and expediting replenishments.
- Responds to spills.
- Participates in safety/ergonomic recommendations and programs.
- May provide advice regarding improvements to physical distribution and inventory control.

High school graduation. General warehouse experience including shipping, receiving, parts issuing, inventory control and tool control. Forklift and/or power pallet jack certification. Driver's license. WHMIS certificate. Good working knowledge of PC programs. Strong communication skills.

**FORKLIFT OPERATOR - POSITION CODE 3728**

Responsible for moving materials to designated areas with the use of a forklift. Duties may include:

- Delivers materials to specific areas in a safe and accurate manner.
- Unloading/loading of trucks and other vehicles.
- Packing and unpacking of materials following client specifications.
- Labels products as required.
- Ensures product is damage free.

High school diploma. 1 - 3 years forklift experience with Forklift and/or power pallet jack certification. Driver's license. WHMIS certificate.

**ORDER PICKER - POSITION CODE 3724**

Responsible for the physical distribution process of shipping and receiving goods. Duties may include:

- Filling orders, picking products, preparing, packing or palletizing for shipment or transfer to domestic/international destinations.
- Loading and unloading, per request via mechanical selection, or by hand.
- Stocking, sorting supplies or products into storage areas or inventory bins.
- Restocking packing machines.

High school graduation with limited experience in handling materials. Ability to perform physical labour.

**SHIPPING AND RECEIVING SUPERVISOR - POSITION CODE 3718 (REVISED) (REVISED TITLE)**

Supervisor Level. Responsible for all shipping and receiving operations. Duties may include:

- Supervises all shipping & receiving staff.
- Supervision of computer input, preparation of required paperwork and ASN's.
- Maintains detailed records of the material flow through the department.
- Ensures the accuracy of labels and of invoicing for materials.
- Maintains records of damaged or defective goods as well as of discrepancies in weights and quantities.
- Maintains shipping and receiving logs.
- Performs routing and coordination of scheduled deliveries.

High school graduation with 5+ years experience in material handling, inventory systems and supervision.

**SHIPPING/RECEIVING CLERK - POSITION CODE 3713**

Fully Competent. Responsible for the administrative duties related to receipt, storage, and delivery of various materials, supplies, and finished products. Duties may include:

- Checking for damage, shortage, or discrepancies while unpacking incoming materials.
- Processing of paperwork for incoming or outgoing shipments.
- Routing of incoming material to appropriate destinations.
- Completes paperwork necessary for that shipment (labels and bills of lading).

High school graduation with experience in storekeeping/materials handling, as well as knowledge of data entry procedures.

**LOGISTICS ANALYST - POSITION CODE 3720**

Fully Competent Level. Responsible for providing analytical support with regards to logistics forecasting, modeling, and inventory projections for multiple projects or products. Duties may include:

- Provides solutions considering components from across a wide range of Supply Chain functional areas.
- Conducts and/or plays an advisory role in cost benefit analysis, business cases, performance metrics and design implementation.
- Utilizes operational research techniques such as modeling, simulation to provide network design recommendations.
- Uses operational and technical knowledge to design and develop creative solutions to customer or business needs and requirements.
- In-depth analysis of transportation, distribution, operations and network design, and warehouse capacity modeling.
- May include maintenance and improvement of the model used to conduct product inventory projections.
- May monitor inventory levels and make recommendations.

Post-secondary degree with extensive experience in Logistics or Supply Chain Management and several P.Log. Modules completed.

**TRANSPORTATION MANAGER - POSITION CODE 3721**

Responsibility for management of regional or segmented industry transportation and distribution services, and operational execution including development of customer service process improvements. Duties may include:

- Identifies issues relating to logistics forecasting, modeling, and inventory projections.
- Coordinates delivery of domestic and international customer shipment and carrier relations services.
- Manages to service agreement levels (carriers, suppliers and customs brokers).
- Implements or coordinates designated outsourcing opportunities and vendor selection.
- Documents transportation metrics and performance standards.
- Management and supervision of department staff and budget.

Typically has post-secondary education in Business (or equivalent), completion of several P. Log. Modules, with 8 - 10 years related experience. Has a strong knowledge of business issues and processes such as Transportation and Distribution Management, and effective warehouse practices.

**TRAFFIC SUPERVISOR - POSITION CODE 3722**

Responsible for all shipments and traffic management (inbound and outbound goods) and distribution activities. Duties may include:

- Managing the delivery of domestic and international customer shipments, including carrier relations.
- Order validation processes.
- Managing customer expectations.
- Identifying future warehouse management issues.
- Shipping and product distribution to multiple geographic destinations.
- Often supervises traffic personnel in multiple locations.

Post-secondary degree or a combination of CITT certification and 8+ years of warehousing and supply management experience.

**DISPATCHER - POSITION CODE 3791**

Fully competent. Responsible for efficient and effective coordination of inbound and outbound equipment and personnel to meet client and/or company's requirements. Acts as the liaison between warehouse and carriers ensuring to meet established schedule requirements. Duties may include:

- Handles incoming phone requests for services, process and transmit information to field personnel via radio, telephone or cell phone.
- Maintains documentation of crew activities.
- Manages vendor relations with third party transport companies.
- Submit and validate daily reports related to inventory/ receiving/ shipping.

High school diploma is required with strong clerical and communication skills. Has a minimum 3 - 5 years in the dispatch/transportation environment. Knowledge and/or experience in the transportation of various products. Ability to read a grid map and geographic knowledge. Possesses basic knowledge in warehouse, logistics services, inventories and the transportation market.

**TRUCK DRIVER - HEAVY - POSITION CODE 3792**

Operates a truck that transports cargo to and from specified locations. Duties may include:

- Operating a vehicle weighing over 3 tons and having three or more axles.
- Ensures vehicle is in proper operating condition. Relies on instructions and pre-established guidelines to perform the functions of the job.

High School with a license to operate a truck (licensing requirements vary). Possesses a safe driving record.

**TRUCK DRIVER - LIGHT - POSITION CODE 3795**

Operates a truck that transports cargo to and from specified locations. Duties may include:

- Operating a vehicle weighing less than 3 tons and having three or more axles.
- Ensures vehicle is in proper operating condition. Relies on instructions and pre-established guidelines to perform the functions of the job.

High School with a license to operate a truck (licensing requirements vary). Possesses a safe driving record.

**EQUIPMENT AND MAINTENANCE****DIRECTOR MAINTENANCE - POSITION CODE 4471 (NEW)**

Senior Management Level. Provides strong visible leadership within the maintenance group in the areas of safety, sustainable development, cost control and organizational effectiveness by managing the process and securing the resources to effectively manage maintenance. Duties may include:

- Develops and implements maintenance strategies, processes and programs in preventative and predictive maintenance which maximize the efficiency of equipment and minimize lifecycle costs and reduce unscheduled downtime.
- Oversees the overall maintenance budget, monitoring the cost and effectiveness of activities to optimize resources and prioritize spending by ensuring measurable yearly maintenance operating and capital targets are prepared and implemented to maximize both the short-term and the long-term value of the maintenance program.
- Builds and controls master data related to the computerized maintenance management system.
- Identifies, establishes, and maintains a critical parts inventory.
- Negotiates large or strategically important supplier and vendor contracts to secure terms that are in the organization's best interest.
- Investigates root causes of equipment failures and implements measures to remedy the failures.

Requires a bachelor's degree and 12+ years in maintenance management with a thorough knowledge of equipment reliability and preventive/predictive maintenance processes.



**DIRECTOR EQUIPMENT - POSITION CODE 4472 (NEW)**

Senior Management Level. Directs the operations of the equipment procurement and the equipment inventory management function. Duties may include:

- Manages the records, licenses, inspections, warranties, and service agreements for the organization's equipment and tools.
- Minimizes organizational cost through product standardization and tracking.
- Oversees the overall equipment budget, monitoring the cost and effectiveness of activities to optimize resources and prioritize spending by ensuring measurable yearly equipment operating and capital targets are prepared and implemented to maximize both the short-term and the long-term value of equipment.
- Tracks quality throughout the product lifetime.
- Secures the resources to effectively manage the equipment program.

Requires a bachelor's degree and 12+ years of experience in the field or in a related area, thorough knowledge of equipment reliability as well as familiarity with a variety of the equipment management concepts, practices and procedures.

**EQUIPMENT MANAGER - POSITION CODE 4475**

Manager Level. Responsible for buying, selling, coordination and daily maintenance of the company fleet of major equipment. Duties may include:

- Building and maintaining vendor relationships.
- Maintaining work order system deployment, accuracy and compliance.
- Ensuring equipment is maintained and repaired on a regular basis
- Ensuring that inventory is available to meet schedules.
- Reporting and managing of any incidents involving equipment.
- Tracking and ensuring proper protocols are followed and implemented properly.
- Analyzing data / information to make recommendations and creating necessary procedures on accepted standards.
- Ensuring that all aspects of logistics are supported and tracked.

Post-secondary certificate or diploma in related field is required. Minimum of 10 years experience in industrial, construction or related field as well as management experience. Familiarity with heavy equipment and provincial certification is preferred.

**EQUIPMENT COORDINATOR - POSITION CODE 4478**

Responsible for the organizing and inventory control of equipment required for projects. Duties may include:

- Orchestrating equipment transfers between sites.
- Ensuring that equipment is maintained regularly and repaired as required.
- Ensuring that inventory is appropriate & accurate to meet project schedules.
- Verifying the defined standards for quality are met.
- Analyzing maintenance work order feedback, update database accurately and on time.
- Ensuring compliance to safety procedures, standard activities and accepted principles
- Participating in planning and scheduling within work systems.
- Involved in tracking new orders, equipment transfers and maintenance requisitions.

Post-secondary certificate or diploma in related field with a minimum of 8 years of equipment maintenance experience.

**MANAGER HEAVY EQUIPMENT MAINTENANCE - POSITION CODE 4480**

Manager Level. Responsible for maintenance on all equipment and oversees the daily activities for the maintenance and repair of heavy mobile equipment. Duties may include:

- Managing the maintenance of a range of heavy construction equipment.
- Supervising maintenance planner and workforce of equipment maintenance mechanics.
- Hiring mechanics/apprentices.
- Manage training activities for Heavy Duty Mechanics, Millwrights and heavy equipment operators.
- Ensuring all mechanics/apprentices are properly certified and are continuously staying current with new techniques/technologies of their trade.
- Designing and implement preventive maintenance programs.
- Supervise new equipment assembly and commissioning.
- Prepare and administer Annual Maintenance budgets.

Post-secondary certificate or diploma in related field is required. Minimum of 10 years experience in industrial, construction or related field as well as management experience. In depth understanding of the standard practices, materials, tools and equipment used in the repair and maintenance of heavy equipment.

**MAINTENANCE SUPERVISOR - POSITION CODE 4481 (NEW)**

Responsible for the safe and efficient operation and electromechanical repairs of all plant equipment. Duties may include:

- Schedules, supervises and coordinates preventative/predictable maintenance and repair of all production equipment within the plant.
- Work planning and coordination with all outside contractors, millwrights and electricians.
- Coordinates with all outside contractors and ensures that work is completed in a safe manner that complies with all necessary health and safety legislation and regulations.
- Communicates all maintenance activity to Supervisors and Operators.
- Improves and maintains existing Preventative Maintenance systems in place.
- Assists management with establishing and implementing budgets.

Educational background in mechanical or engineering technology (diploma or degree). Minimum of 3 years experience within related field. Excellent trouble-shooting and problem solving skills. Strong knowledge of Microsoft Office Excel.

**HEAVY EQUIPMENT MAINTENANCE PLANNER - POSITION CODE 4482**

Fully Competent. Responsible for the assessment of maintenance needs and requirements, and developing schedules to ensure safety and work ready equipment. This role acts as a liaison with planners, supervisors and maintainers.

Duties may include:

- Planning and scheduling repair of equipment.
- Maintain and support equipment records and repair history.
- Provide data for cause and failure analysis.
- Participate in planning and scheduling processes within work systems.
- May provide training or mentorship to junior staff as required.

Post-secondary certificate or diploma in related field with a minimum of 5 years working experience on heavy-duty equipment. Provincial certification is preferred and familiarity with heavy equipment systems and mechanical experience.

**SHOP FOREMAN - POSITION CODE 4485**

Supervisor Level. Responsible for the daily activities for the maintenance and repair within shop location. Duties may include:

- General shop supervision including time keeping and basic foreman responsibilities.
- Supervising and scheduling shop personnel.
- Providing training to technicians as required.
- Keeping a maintenance schedule for all units.
- Ensuring equipment is compliant with government legislation and regulations.
- Maintaining and completing proper work orders and unit maintenance files.

Journeyman Heavy Equipment or Mechanic Certification is required with a minimum 8 years working experience on equipment.

**HEAVY EQUIPMENT TECHNICIAN - POSITION CODE 4488**

Senior Level. Responsible for performing maintenance, repair and rebuilding heavy equipment in construction or other industrial applications, working either in a shop or at various customer locations. Duties may include:

- Diagnosing faults or malfunctions on heavy equipment common to construction or other industrial equipment products.
- Troubleshooting in electronic, mechanical, electro/hydraulic systems common to construction or other industrial equipment products.
- Adjusting, repairing, or replacing all defective equipment parts, components or systems serviced to ensure that they function effectively and safely.
- Working with other technicians and apprentices within the shop and field environment.

Journeyman Heavy Equipment Certification is required with a minimum 4 years working experience on heavy-duty equipment with heavy equipment systems and mechanical experience.

**OPERATIONS ADMIN****MANAGER SUPPLY CHAIN - POSITION CODE 3734**

Responsible for managing the Supply Chain function in an organization. Duties may include:

- Management and coordination of the flow of materials and equipment from acquisition to disposition.
- Management, development and implementation of one or more of the following programs: maintenance of centralized purchasing, stores, and distribution programs and procedures.
- Directs purchasing, inventory and quality control processes.
- Management and supervision of department staff.

University or College degree; with 10+ years related experience, plus PLOG or CITT, and PMAC certification and purchasing experience.

**SUPPLY CHAIN ANALYST - POSITION CODE 3735**

Responsible for the areas of the supply chain including inventory asset management, supplier performance, customer on-time delivery, customer satisfaction, deployment and management of supporting information technology systems and processes. Duties may include:

- Monitoring production planning and inventory projection processes, and preparing forecast reports.
- Supply and demand analysis, cost analysis and management, component supply assurance, demand fulfillment, cost, and inventory.
- Makes recommendations on continuous improvement of logistic demand management for maximum utilization.
- Recommendations on outsourcing, vendor selection and setting rates and prices.
- Process improvement and quality control (quantity and frequency).
- Participating in system upgrades, enhancements and implementations for supply chain planning.
- Conducting and interpreting analysis of key customer buying patterns to identify unique item demand.
- Analyzing and managing product life cycle.

Post-secondary degree in a related discipline with several completed P.Log. Modules and 5+ years of Supply Chain Management experience. Strong analytical capabilities and experience with MRP/DPR/MPS system(s) for planning and analysis.

**DATA INTERCHANGE SPECIALIST - POSITION CODE 3737**

Performs analysis, and makes recommendations on electronic data interchange (EDI) operational activities. Leads product evaluation and installation. Duties may include:

- Needs assessment, database analysis and design.
- Architecture configuration, file sets and enterprise application integration.
- Manages operating procedures for partner systems.

Post-secondary degree in Computer Science, coupled with 8+ years of data analysis and implementation experience. Familiar with ASCII protocols and EDI standards including: ANSI, UN/EDIFACT, and FIPS, and E-Commerce technologies such as Microsoft BizTalk Server and XML.

**EDI SUPPORT SPECIALIST - POSITION CODE 3740**

Provides ongoing support and monitoring to ensure e-business operations are continually available. Duties may include:

- Monitors day-to-day EDI processes and reports to identify and resolve problems.
- Resolves issues with data transmissions, mapping, translation errors, system interfaces, and network connectivity.
- Creates and maintains trading partner relationships with EDI customers.
- Maintains the EDI website, develops tests, documentation, and ensures integrity of the EDI environment.
- Provides 7x 24-hour support (via pager).
- May support related / integrated systems (business intelligence, e-business, Intranet, Internet).

Post-secondary degree in Computer Science, combined with 3+ years of technical support experience. Familiar with ASCII protocols and EDI standards including; ANSI, UN/EDIFACT, and FIPS, and E-Commerce technologies such as Microsoft BizTalk Server and XML.

**CLIENT LIAISON COORDINATOR - POSITION CODE 3745**

Ensures quality, delivery timelines, and order specifications meet client expectations. Duties may include:

- Order verification and validation.
- Delivery tracing and follow-up.
- Communicates product damage and spillage replacement alternatives.
- Problem identification and resolution, or escalation to Customer Service Manager.

High school graduation with 3+ years of customer service experience combined with strong data entry/retrieval knowledge.

**PRODUCT DEVELOPMENT MANAGER - POSITION CODE 3789**

Manager Level. Responsible for initiating, managing projects for design and development of new products. Duties may include:

- Develops business plans to develop and implement products
- Work closely with R & D, Production and Marketing groups to ensure integration of information and processes to meet schedules.
- Identify and recommend innovative technologies /solutions for product integration.
- Understand user requirements for product design, features and functionalities.
- Investigate market needs and determine product requirements for new development efforts.
- Management of the relationships with all the stakeholders involved with the product development life cycle.

Typically has post-secondary education in Engineering Computer Science, Information Technology or Business. Minimum of 10 years progressive experience in product or service development and project management.

**PRODUCTION PLANNING MANAGER - POSITION CODE 3780**

Manager Level. Responsible for master scheduling for production at a manufacturing facility. Based on customer requirements, prepares production schedules for selected operations within the context of a broader production plan.

Duties may include:

- Responsible for development of the Master Plan for internal production, using input from sales forecasts, open order reports, historic activity reports, and capacity reports.
- Leads a small team to achieve on time delivery of projects to schedule through strategic material control.
- Integrating and balancing manufacturing programs across all production units with customer demands
- Uses knowledge of mathematical techniques, quality standards, costs, materials usage, available manpower, and equipment to create production plans for one or more operational areas.
- Develop production projections using mathematical models and simulations.
- Analyze & review Sale forecast/Field service forecast/Internal demand forecast.
- Presentation reports to senior management.

Typically has post-secondary education. CPIM (APICS or CAPICS Certification.) Possesses an in-depth knowledge of operations, products and inventory management. Strong process and analytical skills and 8+ years of experience in a production planning environment

**PRODUCTION PLANNER 2 - POSITION CODE 3781**

Senior Level. Based on customer requirements, prepares production schedules for selected operations within the context of a broader production plan. Duties may include:

- Uses knowledge of mathematical techniques, quality standards, costs, materials usage, available manpower, and equipment to create production plans for one or more operational areas.
- Develop production projections using mathematical models and simulations.
- Generates the capacity Master Plan for internal production.
- Prepares a short-term fixed production plan.
- Analyze & review Sale forecast/Field service forecast/Internal demand forecast.
- Prepare reports and presentations.

Typically has post-secondary education. CPIM (APICS or CAPICS Certification.) Possesses an in-depth knowledge of operations, products and inventory management. Strong process and analytical skills and 5+ years of experience in a production planning environment.

**PRODUCTION PLANNER 1 - POSITION CODE 3783**

Developmental Level. Based on customer requirements, prepares production schedules for selected operations within the context of a broader production plan. Duties may include:

- Run production simulation.
- Analyze & set min/max inventory levels.
- Analyze & review Sale forecast/internal demand forecast.
- Assist in the development of e input into short-term short term fixed production plan and the capacity Master Plan for internal production.
- Meets regularly with various groups (warehousing, production managers, quality control and sales) to revise production plans in response to changing customer and operations requirements.

Typically has post-secondary education. Working towards APICS or CAPICS Certification. Possesses an understanding of operations, products and inventory management.

**PRODUCTION MAINTENANCE PLANNER - POSITION CODE 3784**

Fully Competent. Develops daily, weekly and other periodic work schedules to perform maintenance on all equipment. Duties may include:

- Coordinating labour resources, equipment, parts and materials to support the maintenance function in the areas of breakdown, preventative, predictive and condition-based maintenance.
- Coordinating and scheduling routines for condition monitoring.
- Maintaining equipment history.
- Ensuring cost control of maintenance activities.

Typically has Engineering Technologist Diploma/Certification with 8 = 10 experience in trades environment and maintenance.

**OPERATIONAL EXCELLENCE COORDINATOR - POSITION CODE 3785**

Responsibility for coordinating all Operational Excellence, Six Sigma and/or Lean projects and programs support our facility operational objectives. Duties may include:

- Coordinates Operational Excellence program, manage projects to timelines and track status of projects.
- Facilitating team workshops on use of statistical tool to identify improvement opportunities.
- Performs detailed data analysis using statistical methodology.
- Implement process controls and monitor results.
- Develops and delivers presentations to senior management on projects.
- May provide technical guidance to green belts.

Typically has Bachelor of Science/Engineer degree, with Six Sigma Black Belt and Lean Certification with a minimum of 3 years experience in a manufacturing environment. Strong written and oral communication skills and experience leading cross functional teams.

<b>HEALTH AND SAFETY</b>
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**DIRECTOR HEALTH, SAFETY & ENVIRONMENT - POSITION CODE 3764**

Senior Management Level. Responsible for developing and managing organization's (or division's) occupational health and safety and environment programs and compliance. Duties may include:

- Accountable for the overall Safety program, administration and initiatives.
- Manages, plans and implements all HSE programs for the organization.
- Interfaces with government, industry, and regulatory bodies to ensure compliance with standards and regulations.
- Mentors, coaches and advises operational management regarding principles of organizations HSE programs.
- Directs surveillance inspections and controls hazardous working conditions, or unsafe employee activities.
- Ensure reliable and timely safety statistical reporting.
- Management and supervision of department staff and budget.

Post-secondary degree in business or related field, and familiarity with and procedures for construction site safety, regulations, emergency procedures and WCB requirements. A minimum of 10 years related industry experience, with several Canadian Registered Safety Professional (CRSP) certification in addition top supervisory experience.

**SAFETY MANAGER - POSITION CODE 3766**

Management Level. Responsible for developing and managing organization's (or division's) occupational health and safety prevention issues. Duties may include:

- Plans, implements, and supervises all project safety, accident, and fire protection programs for the organization.
- Interfaces with government, industry, and regulatory bodies to ensure compliance with standards and regulations.
- Analyzes need and determines specifications for protective safety equipment, materials, and gear.
- Directs surveillance inspections and controls hazardous working conditions, or unsafe employee activities.
- Ensures all required records and reports are complete, accurate, and submitted per established procedures.
- Management and supervision of department staff and budget.

Post-secondary degree in business or related field, and familiarity with and procedures for construction site safety, regulations, emergency procedures and WCB requirements. A minimum of 8 - 10 years related industry experience, with several Canadian Registered Safety Professional (CRSP) certification in addition top supervisory experience.

**SAFETY SPECIALIST - POSITION CODE 3768**

Specialist Level. Responsible for designing processes and procedures to ensure high levels of safety for products, services and projects. Duties may include:

- Develops and implements best practices and methods for design and implementation of project safety, accident, and fire protection programs for the organization.
- Document discrepancies and work with other technical personnel on the resolution.
- Analyzes need and determines specifications for protective safety equipment, materials, and gear.
- Make recommendations on safety standards and procedures.
- Assist in planning and managing major safety assurance efforts.
- Provide technical guidance and training for other safety analysts.

Post-secondary degree in business or related field, and familiarity with and procedures for construction site safety, regulations, emergency procedures and WCB requirements. A minimum of 5 years related industry experience, with several Canadian Registered Safety Professional (CRSP) courses completed. Comprehensive knowledge of industry specific safety programs.

**SAFETY OFFICER - POSITION CODE 3767**

Fully Competent. Responsible for developing, implementing and training all staff in occupational health and safety prevention issues. Duties may include:

- Promoting a proactive safety strategy and ensuring worker safety and cost containment for all claims.
- Ensuring adherence to regulated and documented safety standards (dangerous goods and environmental protection).
- Seeking continuous improvement to safety by conducting monthly inspections, hazard analysis, and periodic audits.
- Managing WCB disability claims, and return-to-work programs, and may attend WCB hearings.
- Producing reports and statistical information, analyzing trends and presenting findings to management.
- Monitors aspects of a worker's medical status including evaluating modified positions to determine suitability for worker restrictions.
- Identifies medical community alternatives and programs available locally to reduce worker down time.

Post-secondary degree in business or related field, and familiarity with and procedures for construction site safety, regulations, emergency procedures and WCB requirements. A minimum of 3 years related industry experience, with several Canadian Registered Safety Professional (CRSP) courses completed.

**QUALITY CONTROL**

Provides product and operational guidance for the purpose of ensuring thorough testing of company products, manufacturing processes, packaging and transportation.

**QUALITY CONTROL MANAGER - POSITION CODE 3753**

Responsible for ensuring thorough testing of company products, processes, and packaging and to ensure all products and services meet internal or external client requirements, in addition to company standards. Duties may include:

- Implements best practices and methods for product development and implementation.
- Liaise with quality, engineering, maintenance and logistics to ensure safety, quality and production goals are met.
- Manages defect management and change control process.
- Management and supervision of department staff and budget.

Typically has post-secondary education in Business (or equivalent), completion of several P. Log. Modules, with 10+ years related experience including supervisory experience. Comprehensive knowledge of industry specific QA/QC programs.

**QUALITY CONTROL SPECIALIST - POSITION CODE 3754**

Specialist Level. Responsible for designing processes and procedures to ensure high levels of Quality Assurance for products, services and projects. Duties may include:

- Develops and implements best practices and methods for design and implementation.
- Document discrepancies and work with other technical personnel on the resolution.
- Select common testing tools that will become the standard for ensuring products are accurately and thoroughly tested.
- Make recommendations on QA standards and procedures.
- Assist in planning and managing major quality assurance efforts.
- Provide technical guidance and training for other QA analysts.

Typically has post-secondary education in Business (or equivalent), completion of several P. Log. Modules, with 6 - 8 years related experience. Comprehensive knowledge of industry specific QA/QC programs.

**QUALITY CONTROL ANALYST 3 - POSITION CODE 3755**

Fully Competent Level. Responsible for designing, establishing and executing quality controls that will deliver a product within established specifications. Duties may include:

- Documents discrepancies and working with other product design personnel on resolution.
- Selects common testing methods / tools and standards for ensuring products are accurately and thoroughly tested.
- Assists in planning and managing all quality control efforts.
- Coordination of work for subordinates.

Typically has post-secondary education in Business (or equivalent), with a minimum of 5 - 6 years quality control or assurance work experience. Strong knowledge of industry specific QA/QC programs.

**QUALITY CONTROL ANALYST 2 - POSITION CODE 3756**

Intermediate Level. Responsible for ensuring that products and services meet organization standards and client requirements. Duties may include:

- Selects products for testing.
- Inspects specifications for inaccuracies and completeness.
- Writes and executes quality control processes using documented specifications.
- Equipment calibration control management.
- Verifies that any problems are resolved, and provides input to QC Management regarding recurring problems.

Typically has post-secondary education (or equivalent), with a minimum of 3 - 4 years quality control or assurance work experience. Good knowledge of industry specific QA/QC programs and standards.

**QUALITY CONTROL ANALYST 1 - POSITION CODE 3757**

Developmental Level. Responsible for inspecting and testing products and services against organization standards and client requirements. Duties may include:

- Assists in spot-check product testing to ensure proper operation and freedom from defects at various stages of production.
- Compiles and evaluates statistical data to determine and maintain quality and reliability of products.
- Incoming inspection of components and scrap control.
- Logs and tracks defects and enhancements for assigned products.

Typically has post-secondary education (or equivalent), with at least 1 - 2 year's quality control or assurance work experience. Awareness and ability to learn industry specific QA/QC programs and standards.

**ASSET MANAGEMENT (NEW)****ASSET MANAGEMENT MANAGER – POSITION CODE 3840 (NEW)**

Responsible for the strategic management of physical assets during their life in the organization by managing assets so that the greatest return is achieved for productive assets. Duties may include:

- Creates and implements a process system by which assets that are of value are monitored and maintained and when are no longer required prepares for disposal.
- Determines life cycle costing (design, construction, commissioning, operating, maintaining, repairing, modifying, replacing and decommissioning/disposal) of physical and infrastructure assets.
- Evaluates business results determining assets that are of value, those to be replaced and those no longer required.
- Directs organizational physical assets audits.
- Manages the maintenance of records and databases for maintaining an asset management inventory system.
- Provides recommendations, presents findings and facilitates group meetings.

Post-secondary degree with 8+ years experience and demonstrated knowledge and application of asset management principles.

**ASSET MANAGEMENT COORDINATOR – POSITION CODE 3842 (NEW)**

Responsible for managing, tracking and reporting physical assets in the company. Duties may include:

- Maintains records and databases for an asset management inventory system.
- Applies corporate controlled tracking mechanisms, and updates asset attributes.
- Examines and reports on assets through the process system by which assets that are of value are monitored and maintained and when are no longer required prepares for disposal.
- Participates in preparing and organizes documentation for organizational physical assets audits.
- Collects, prepares, develops and/or compiles all documentation for reports/meetings/discussions, including presentation materials.

Post-secondary degree with 3 - 4 years experience in asset management including inventory software systems.



<b>PRODUCTION</b>
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**DIRECTOR OPERATIONS - POSITION CODE 3771**

Responsible for a single operational unit or facility. Duties may include:

- Oversees manufacturing, development, process, supply chain, quality control and compliance.
- Plans, develops and implements operational strategies in the context of overall organizational strategy.
- Responsible for the financial performance of the facility operations.
- Develops policies for line operational area; plans, directs and assists departmental staff in achieving operational results.
- Recommends, monitors and reports on results against budgetary and performance measures.
- Ensures that internal control measures are maintained
- Manages personnel, work allocation, training, problem resolution and employee performance to achieve peak productivity.
- Advises on the introduction of new processes, equipment, and products to improve operational effectiveness.

Typically has post-secondary degree with significant management and operations experience.

**OPERATIONS MANAGER - POSITION CODE 3770**

Responsible for ensuring the efficient day-to-day operations of a facility or site. Duties may include:

- Plan, organize, direct and control daily operations.
- Manages personnel, work allocation, training, problem resolution and employee performance to achieve peak productivity.
- Establishes and implement production schedules, inventory stock levels.
- Oversees maintenance of inventory and plant equipment and quality control for site.
- Acts as a liaison with other departments to ensure operations are running accordingly and efficiently.

Post-secondary education in Business or related field. Minimum 8 - 10 years experience in related field. Has significant supervisory experience and understanding of the business.

**PRODUCTION PLANT MANAGER (LEVEL 3) - POSITION CODE 3772**

Responsible for day-to-day plant operations. Duties may include:

- Develops plants operational plans. Prepares, monitors and administers the annual plant operating and capital equipment budget.
- Manages, develops and implements policies affecting plant operations.
- Introduces/manages systems to track and improve operational effectiveness.
- Introduces/manages initiatives to improve safety, health and employee relations in the work environment.
- Manages and develops plant leadership.
- Builds effective working relationships with other areas of the business.

Typically has a Technical or Business Diploma. May have a business or engineering degree. Has extensive plant or technical management experience.

**PRODUCTION SUPERINTENDENT (LEVEL 2) - POSITION CODE 3773**

Responsible for several production areas. May be Plant Manager of a small plant. Duties may include:

- Works through Plant Supervisors to ensure co-ordination and achievement of area objectives (quality, cost, timelines, safety, customer satisfaction etc.).
- Monitors trends and supervises initiatives affecting use of new equipment, processes, and operations.
- Reviews progress against area objectives and implements operational changes as requires.
- Develops, manages operational budget.
- Reports to Plant Manager in a large plant or VP Operations in a smaller plant.

Typically has a Technical or Business Diploma. Has in-depth knowledge, skills and experience in plant operations. Has significant supervisory experience and understanding of the business.

**PRODUCTION SUPERVISOR (LEVEL 1) - POSITION CODE 3774**

Responsible for the processes and output of one or more production areas in a plant. Duties may include:

- Works through several shift supervisors to ensure production achieves production goals (relative to quality, volumes cost, timeliness etc.).
- Ensures areas have required resources (manpower, materials, equipment, workable production plans).
- Ensures effective equipment maintenance, safety, housekeeping standards are maintained.
- Builds and maintains a healthy and safe work environment.
- Reports to the Plant Superintendent in a large plant or the Plant Manager in a small plant.

Typically has a High School diploma. May have a technical or business diploma. Has in-depth technical knowledge, skills and experience in several production areas. Good communication and problem solving skills.

**SHIFT SUPERVISOR - POSITION CODE 3775**

First level of supervision. Provides day-to-day operational direction of a crew of operators/assemblers. Duties may include:

- Schedules and co-ordinates the work on each shift.
- Observes and checks the work in progress to ensure operating, material procession, and safety standards are met.
- Ensures safety and housekeeping standards are maintained.
- May have input into recommendations regarding performance management, recruiting and other HR activities.
- Oversees the training of junior staff.
- Makes routine decisions and recommendations within established guidelines.
- Exercises judgment in selection of applicable methods, processes.

Typically has a High School diploma. May have some technical post-secondary education. Has in-depth technical knowledge, skills and experience in area of work. Good communication and problem solving skills.

**OPERATOR / ASSEMBLER 4 - POSITION CODE 3776**

Senior Level. May be informal lead of production team. Operates with minimal direction and provides expert skills in the assembly, processing and maintenance of a wide range of complex and new products and operations. Duties may include:

- Acts as the team's expert trouble-shooter.
- Recommends changes in manufacturing and design processes or addition of quality control measures.
- Develops operating procedures for new equipment. May assemble, repair or modify test units.
- May provide work direction, mentoring, modeling or training to junior staff.

Typically has High School diploma. May have some technical post-secondary education. Has in-depth technical/mechanical knowledge, skills and experience in assembling, processing and repairing a wide range of complex equipment or products specific to this industry.

**OPERATOR / ASSEMBLER 3 - POSITION CODE 3777**

Fully competent Level. Works as a member of a production team in a variety of situations using varied processes and materials to produce a wide range of products. Duties may include:

- Performs complex assembly, processing or repair of products or equipment.
- Ensures correct operation of production equipment through observation of varied monitoring devices.
- May track defects in products, equipment and conduct inspections.
- Skilled in final inspections, safety and materials handling.

Typically has High School diploma. May have some technical post-secondary education. Has technical/mechanical knowledge, skills and experience in assembling, processing and repairing a wide range of equipment or products specific to this industry.

**OPERATOR / ASSEMBLER 2 - POSITION CODE 3778**

Developmental Level. Under general supervision, performs repetitive tasks as a member of a production team, which produces a limited number of products. Duties may include:

- Identifies and understands use of varied electronic/manual equipment. Follows repetitive, well-defined procedures and more varied equipment to assemble, process or repair a range of standardized products.
- Uses a variety of instruments to monitor operations. May be required to perform go/no go testing.
- Develops skills in quality, safety and materials handling, and general maintenance.
- Shift work may be required.

Typically has High School diploma. May have some technical post-secondary education. Has a demonstrated aptitude for mechanical/technical work. Has some related manufacturing experience. Familiar with reading and understanding specification sheets, acceptance testing, quality controls and processes.

**OPERATOR / ASSEMBLER 1 - POSITION CODE 3779**

Entry Level. Under close supervision, learns to perform routine, repetitive tasks as a member of a production team, which produces a limited number of products. Duties may include:

- Identifies and understands use of specific electronic/manual equipment.
- Follows repetitive, well defined procedures, and uses simple equipment to assemble or process a narrow range of products.
- Understands and can use instruments which monitor equipment operations.
- Develops skills in set-ups and assists senior operators.
- Develops skills in routine safety and material handling.
- Shift work may be required.

Typically has a High School diploma. May have some technical post-secondary education or some manufacturing experience. Has an aptitude for mechanical/technical work.

**MANUFACTURING ENGINEERING****MANUFACTURING/PROCESS ENGINEERING MANAGER - POSITION CODE 4623 (REVISED TITLE) (REVISED)**

Responsible for the planning, development, implementation, and maintenance of manufacturing methods, processes, and operations for new and existing products, machines and tools. Duties may include:

- Ensures the effective use of materials, equipment and personnel in producing quality products at minimum costs.
- Acts as a liaison with engineering in releasing new products.
- Develops systems to maintain reports and record keeping of company products.
- Selects, develops, and evaluated personnel to ensure the efficient operation of the function.
- Manages the activities of a section or department with responsibility for results, including costs, methods and staffing.
- Works on issues of diverse scope where analysis of situation or data requires evaluation of a variety of factors including an understanding of current business trends.

University degree, preferably in Mechanical, Industrial or Process Engineering. Has a minimum of 12 years of related experience including supervisory.

**MANUFACTURING/PROCESS ENGINEER SPECIALIST (Level E) - POSITION CODE 4625 (REVISED TITLE) (REVISED)**

Specialist Level. Responsible for the development, direction and implementation of operations and processes in the production/manufacturing of materials. Duties may include:

- Optimizes and leads the productivity and design in the manufacturing of materials.
- Meets quality and safety standards.
- May direct more junior technical staff.
- Drives continuous improvement processing strategies to keep up with industry standards.
- Monitors current and new equipment, tool and process reliability.
- Works with production team to reduce costs.

University degree, preferably in Mechanical, Industrial or Process Engineering. Has a minimum of 10 – 12 years of related experience.

**MANUFACTURING/PROCESS ENGINEER (Level D) - POSITION CODE 4626 (REVISED TITLE) (REVISED)**

Senior Level. Responsible for the development, and implementation of operations and processes in the production/manufacturing of materials. Duties may include:

- Develops process productivity improvement and design in the manufacturing of materials.
- Meets quality and safety standards.
- Reports to the manufacturing engineering manager and may advise on technical problems.
- Drives continuous improvement in processing strategies to keep up with industry standards.
- Monitors current and new equipment, tool and process reliability.
- Works with production team to reduce costs.

University degree, preferably in Mechanical, Industrial or Process Engineering. Has a minimum of 7 - 8 years of related experience.

**MANUFACTURING/PROCESS ENGINEER (Level C) - POSITION CODE 4627 (REVISED TITLE) (REVISED)**

Fully Competent Level. Responsible for the implementation of operations and processes in the production/manufacturing of materials. Duties may include:

- Implements process productivity improvement and design in the manufacturing of materials.
- Meets quality and safety standards.
- Works is generally not supervised and may direct lower level engineers.
- Develops continuous improvement in processing strategies to keep up with industry standards.
- Monitor current and new equipment, tool and process reliability.
- Works with production team to reduce costs.

University degree, preferably in Mechanical, Industrial or Process Engineering. Has a minimum of 5 - 6 years of related experience.

**MANUFACTURING/PROCESS ENGINEER (Level B) - POSITION CODE 4628 (REVISED TITLE) (REVISED)**

Intermediate Level. Assists in the development and implementation of operations and processes in the production/manufacturing of materials. Duties may include:

- Assists in the design of the manufacturing/processing of materials.
- Meets quality and safety standards.
- Assists with continuous improvement in processing strategies to keep up with industry standards.
- Monitors current and new equipment, tool and process reliability.
- Obtains, correlates, and analyzes technical information needed to accomplish assigned tasks.
- Works with production team to reduce costs.

University degree, preferably in Mechanical, Industrial or Process Engineering. Normally has 2 - 3 years related experience.

**MANUFACTURING/PROCESS ENGINEER (Level A) - POSITION CODE 4629 (REVISED TITLE) (REVISED)**

Developmental Level. Engineer in Training performing a variety of tasks involving the application of basic engineering/scientific principles to assigned problems. Duties may include:

- Responsible for routine technical decisions within clearly defined procedures or precedents.
- Obtains, correlates, and analyzes technical information needed to accomplish assigned tasks.
- Prepares reports, charts, graphs, and other documents and makes recommendations to senior staff.
- Prepares simple plans, designs, calculations, costs and bills of material, in accordance with established codes, standards, drawings or other specifications and under supervision.

Typically requires Bachelor's degree in Engineering with less than 2 years of related experience.

**MANUFACTURING ENGINEERING TECHNICIAN 2 - POSITION CODE 4633**

Senior Level. Performs a variety of complex technical functions related to the development and operations of the manufacturing equipment and facilities. Duties may include:

- Performs operational tests and fault isolation on systems and equipment to ensure conformance with design specifications.
- Troubleshoot technical and mechanical problems.
- Provides design details where necessary.
- Recommends modifications to designs.
- Utilizes a wide variety of developmental tests or diagnostic equipment to monitor, test and troubleshoot complex or complete systems.

Typically required is technical school graduation with a minimum of 5 years directly related work experience in manufacturing development.

**MANUFACTURING ENGINEERING TECHNICIAN 1 - POSITION CODE 4634**

Intermediate Level. Performs moderately complex activities related to development and or maintenance of the manufacturing equipment and facilities. Duties may include:

- Assists in general research work.
- Troubleshoot technical and mechanical problems.
- Conducts tests and detailed experimentation to collect development data.
- Assists in prototype fabrication and assembly.
- Performs construction, troubleshooting, and repair of standard and test equipment.

Typically requires Technical school graduation with 2 - 3 years experience.

**SCIENCE**

When you report your individual salary data for each incumbent (on the cash spreadsheet), please identify the particular discipline of their role.

The options are: Specialty/Discipline – (BIO) Biology, (CHM) Chemistry, (ENV) Environmental, (AGR) Agriculture

**R & D DIRECTOR - POSITION CODE 4642**

Senior Management Level. Responsible for long range planning, coordination of Research and Development function and contribution to organization's business strategy. Operates with broad management authority, limited only by general objectives and policies of the organization. Alternatively, may work as an internal authority, responsible for programs that shape the future direction of the organization and solve the most complex and challenging issues. Duties may include:

- Plans and implement research science strategies and activities.
- Manages and conducts scientific research development and technical programs to develop new innovative products or enhancements.
- Determines and establishes goals, scope, approaches, and budgets to accomplish overall objectives and goals.
- Provides ongoing guidance, coaching and feedback to direct reports.
- May lead a large research science function or department or a group of highly specialized industry experts.

Typically has a BSc. or grad degree, with 15+ years of broad research experience, with a significant amount of experience in a management or leadership role.

**R & D MANAGER - POSITION CODE 4643**

Management Level. Responsible for planning, organizing, and directing the work activities and staff of an R & D function and directing several groups. Duties may include:

- Plans and implement research science strategies and activities such as:
- Manages and conducts scientific research development and technical programs to develop new innovative products or enhancements.
- Determines and establishes goals, scope, approaches, and budgets to accomplish overall objectives and goals.
- Provides ongoing guidance, coaching and feedback to direct reports.
- May lead a large research science function or department or a group of highly specialized industry experts.

Typically has a BSc or grad degree, with 12+ years of broad research experience, with experience in a leadership role.

**SCIENTIST 5 - POSITION CODE 4645**

Expert Level. Provides high level technical expertise for the design and development of new research approaches and projects. Acknowledged expert specialist within industry and company. Has an extensive record of technical excellence and innovation demonstrated through publications, patents and the solution of significant business problems. Duties may include:

- Project planning, scheduling and tracking.
- Working independently, researches designs, and develops state of the art products.
- May develop ground-breaking prototypes of components and devises.
- Researches and defines innovative solutions to the most complex and technically challenging hardware issues.
- Is generally recognized as a leader in their technical specialty.
- May provide mentoring and coaching to other technical employees.

Typically has a BSc. or grad degree, with extensive research experience, highly competent in a variety of specialty areas.

**SCIENTIST 4 - POSITION CODE 4646**

Specialist Level. Demonstrates originality and creativity in research, which produces practical and economic solutions to business problems. Leads and participates in short and long term project planning. Work is assigned in terms of broad objectives and is reviewed from a policy perspective. Duties may include:

- Works independently in performing in-depth analysis, interpretation and recommendation of technical solutions.
- Provides technical guidance and advice to other project team members.
- Recognized internally and externally for technical expertise.

Requires a degree in specific area of science with minimum 8 - 10 years industry experience, typically with a specialty area.

**SCIENTIST 3 - POSITION CODE 4647**

Senior Level. Plans and conducts experiments to solve significant or unusual problems. Demonstrates strong technical competence in area of specialization, and creativity in devising new approaches and developing new applications and interpreting test results. Duties may include:

- Responsible for managing medium-sized projects or more complex projects.
- Works independently in performing in-depth analysis, interpretation and recommendation of technical solutions.
- Provides technical guidance and advice to other project team members.

Requires a degree in specific area of science with minimum 5 - 7 years industry experience, typically with a specialty area.

**SCIENTIST 2 - POSITION CODE 4648**

Fully Competent. Works independently, conducting analysis, interpreting data and developing conclusions. Demonstrates technical competence in carrying out experiments, and using established procedures to solve varied problems. Technical guidance is usually available to assist with unusual problems. Duties may include:

- May contribute to more complex and unusual tests conducted by a senior scientist.
- Works independently in performing in analysis and the interpretation of results.
- May provide work guidance to more junior technical staff within the scope of a specific project.

Requires a degree in specific science with minimum 3 - 4 years related industry experience.

**SCIENTIST 1 - POSITION CODE 4649**

Developmental Level. Receives training and is well supervised in 'on the job' assignments. Prepares simple tests/experiments, solves routine problems in accordance with established methods or specifications. Work is reviewed for accuracy and adherence to established procedures. Duties may include:

- Conducts routine technical inspections and prepare reports.
- Performs tests and analysis.
- Responsible for routine technical decisions within clearly defined procedures or precedents.

Requires a degree in specific science with limited industry experience.

**LAB MANAGER - POSITION CODE 4652**

Responsible for the management of the lab and its people; ensuring budget, and efficient operations and resources.

Duties may include:

- Managing the lab, including, hiring, monthly scheduling, performance management, employee dismissal, coaching, and feedback.
- Responsible for budgeting and purchasing.
- Reporting – sample reports, worth contribution, and tracking of sample numbers.
- Project coordination – interaction with field, plant manufacturing, and technical services.
- Contract administration with labs – testing.

Undergraduate chemistry degree. Experience in a managerial/supervisory role. Strong analytical and problem solving skills are required. 4 – 5 years of progressive experience.

**LAB TECHNOLOGIST 2 - POSITION CODE 4655**

This role is responsible for conducting complex laboratory testing, analysis and reporting. Duties may include:

- Conducts routine analysis (3 routine groups – total water, solids and waxes, and residuals corrosion) for field sales force; including testing, analytical assessments, and generating data and reports.
- Performs role as Safety Coordinator, including scheduling monthly meetings, agendas, minutes, action items, etc.
- Conduct regular and on-going housekeeping, including cleaning, maintenance, calibrations, etc.

Chemical Technologist diploma (2 year program – NAIT/SAIT), with 1-3 years experience in related environment or industry. WHMIS, H2S Alive, TDG training is beneficial (may be learned on the job). Corrosion course also beneficial.

**LAB TECHNOLOGIST 1 - POSITION CODE 4656**

This role is responsible for conducting routine laboratory testing, analysis and reporting. Duties may include:

- Conducts routine analysis (3 routine groups – total water, solids and waxes, and residuals corrosion) for field sales force; including testing, analytical assessments, and generating data and reports.
- Performs role as Safety Coordinator, including scheduling monthly meetings, agendas, minutes, action items, etc.
- Conduct regular and on-going housekeeping, including cleaning, maintenance, calibrations, etc.

Chemical Technologist diploma (2 year program – NAIT/SAIT), with 1-3 years experience in related environment or industry. WHMIS, H2S Alive, TDG training is beneficial (may be learned on the job). Corrosion course also beneficial.

**LAB ASSISTANT - POSITION CODE 4658**

This role is responsible for assisting with routine laboratory testing, records keeping and equipment setup and maintenance. Duties may include:

- Setting up equipment to prearranged specifications, keeping records in order and distributing specimens to the appropriate laboratory sections.
- Conduct regular and on-going housekeeping, including cleaning, maintenance, calibrations, etc.

High School Diploma, successful completion of a Laboratory Assistant Training Program is beneficial.

<b>ENVIRONMENTAL SCIENTISTS (NEW)</b>
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**ENVIRONMENTAL SCIENTIST 5 - POSITION CODE 4672 (NEW)**

Management or Expert level. Plans, organizes, directs and controls the work activities and staff of Environmental unit or provides high-level technical expertise for the design and development site remediation techniques and is an acknowledged technical expert within the company and or industry. Duties may include:

- Manages clients, projects, programs and team resources to support organization initiatives.
- Determines and establishes goals, scope, approach, schedules and manpower requirements to accomplish overall objectives and/or program results.
- Develops unique methods for remediation and environmental problem resolution for complex projects.
- Recognized as a leader in their technical specialty.
- Provides mentoring and coaching to other technical employees.

Minimum of a bachelor's degree in Science/Geology/Environmental Science/Engineering, with extensive experience, highly competent in a variety of specialty areas.

**ENVIRONMENTAL SCIENTIST 4 - POSITION CODE 4673 (NEW)**

Specialist Level: Provides both business and technical expertise for environmental site assessment and remediation. Duties may include:

- Responsible for the technical integrity of major, technically complex projects, often responsible for the management of resources for these projects.
- Provide integrated, multidisciplinary services to identify and assess liabilities and risks, and to develop solutions to site management, remediation and mitigation, environmental assessment and compliance programs, and related environmental support services.
- Provides technical guidance to other project team members.

University degree in Science/Geology/Environmental Science/Engineering with a minimum of 8 - 10 years of related experience.

**ENVIRONMENTAL SCIENTIST 3 - POSITION CODE 4674 (NEW)**

Senior Level. Responsible for conducting a variety of site assessment and remediation projects. Duties may include:

- Leads environmental site assessments and remediation projects.
- Develops and leads teams in all phases of planning, execution, and delivery of management projects.
- Utilizes knowledge of remediation and other environmental principles to execute projects and tasks.
- Secures environmental approvals and permits with various agencies.
- Provides work mentorship and activity co-ordination of junior technical staff/project sub-contractors.
- Monitors staff and subcontractors conducting field investigations.
- Prepares technical reports and proposals and reviews the work of junior staff.

University degree in Science/Geology/Environmental Science/Engineering with a minimum of 5 – 7 years of related experience.

**ENVIRONMENTAL SCIENTIST 2 - POSITION CODE 4675 (NEW)**

Fully Competent Level. Provides a lead role in undertaking project-related tasks utilizing their expertise and guidance for environmental site assessments, soil and groundwater monitoring. Duties may include:

- Conducts environmental site assessments for remediation planning, construction monitoring, erosion and sediment control.
- Collects soil and groundwater samples and conducts borehole logging and groundwater monitoring well installations.
- Analyzes soil and groundwater data, developing site models and preparing technical reports.
- Performs independent studies, analyses, interpretations and conclusions within the scope of various assigned projects.
- Liaises with regulatory authorities working within the legislations of provincial and federal boundaries.
- Mentors Junior Environmental Scientists on standards and procedures relating to technical deliverables.

University degree in Science/Geology/Environmental Science/Engineering with minimum 3- 4 years related industry experience.



**ENVIRONMENTAL SCIENTIST 1 - POSITION CODE 4676 (NEW)**

Developmental Level. Under general supervision, provides technical expertise, guidance in environmental site assessments, soil and groundwater monitoring. Duties may include:

- Conducts introductory stage environmental site assessments for remediation planning, construction monitoring, erosion and sediment control.
- Collects soil and groundwater samples and assists with borehole logging and groundwater monitoring well installations.
- Analyzes soil and groundwater data, develops site models and prepares technical reports.

University degree in Science/Geology/Environmental Science/Engineering with less than 2 years of related experience.

**FACILITIES MAINTENANCE****DIRECTOR FACILITIES - POSITION CODE 3805**

Responsible for the planning, managing, upgrading and repair of large, complex company facilities or several facilities in different locations. Duties may include:

- Develops plans for the effective utilization of company assets.
- Negotiates with realtors, leasing agencies for renewal of rental agreements, purchase/sale of space.
- Ensures facilities are utilized in a cost effective manner.
- Manages maintenance and operation of facilities.
- Establishes overall facility safety standards, policies and procedures.
- Works with suppliers and contractors to manage new construction, and renovation of existing facilities.
- Manages third party contracts regarding facilities operation.
- Manages staff assigned to maintenance and operations.

Typically has post-secondary education with a minimum of 8 - 10 years of increasingly responsible experience in facility maintenance and administration.

**FACILITIES MANAGER - POSITION CODE 3810**

Responsible for the planning, managing, upgrading and repair of company facilities, equipment and properties. Duties may include:

- Develops plans for the effective utilization of company assets.
- Negotiates with realtors, leasing agencies for renewal of rental agreements, purchase/sale of space.
- Ensures facilities are utilized in a cost effective and safe manner including:
- Maintenance and operation of facilities in a safe and clean manner.
- Sets overall facility safety standards, or liaises with Health & Safety staff to ensure adherence to standards.
- Works with suppliers and contractors to manage new construction, and renovation of existing facilities.
- Manages third party contracts regarding facilities operation.
- Ensures fire alarms and equipment are regularly maintained and safety drills are conducted.
- Manages staff assigned to maintenance and operations.

Typically has post-secondary education with a minimum of 4 - 5 years of increasingly responsible experience in facility maintenance and administration.

**FACILITIES COORDINATOR - POSITION CODE 3815**

Coordinates the operations of company facilities, equipment and properties. Duties may include:

- Supports the overall corporate facilities plan including builds and renovations, subleases, and furniture and equipment requirements.
- Maintains regulatory documentation, safety records, leasing, legal and related facility files.
- Assists with project management and contractor schedules.
- Provides guidance to operations and maintenance staff and contractors.
- Updates defined procedures and standards for facility-wide distribution and provides clerical support.

Typically has 3 - 5 years of facilities or property management administration experience, combined with a High School education. Proficient with several software applications. Good communications and organizational skills required.

**FACILITIES ASSISTANT - POSITION CODE 3816 (NEW)**

Responsible for providing clerical/administrative support to the Facilities Maintenance department. Duties may include:

- Prepares reports including the researching, compiling and summarizing of data.
- Assists facilities coordinator and specialists with documents review to corporate standards.
- Provides correspondence to keep employees informed of new facility procedures and security advisories.
- Provides meeting and workshop support by organizing logistics.
- Collects, prepares, develops and/or compiles all documentation for meetings/discussions, including presentation materials.

High school diploma with some facility maintenance/property management administration experience.

**FACILITIES MAINTENANCE MECHANIC - POSITION CODE 3811**

Fully Competent. Performs a wide variety of skilled general maintenance, repair, and modification of machinery and mechanical equipment. Duties may include:

- Performs preventative maintenance on equipment and mechanical systems.
- Examination of mechanical equipment to diagnose potential future problems.
- Assembles and installs mechanical equipment and systems, following drawings, blueprints, and general instructions.
- May provide leadership to junior personnel.

Formal technical training with an ability to perform trade functions at the journeyman level.

**MAINTENANCE WORKER - POSITION CODE 3812**

Fully Competent. Performs routine, manual tasks involving repetitive and standardized assignments relating to the maintenance of facilities. Duties may include:

- Performs semi-skilled tasks in the maintenance, repair, and improvement of facilities.
- Carpentry and painting, and use of standard hand and power tools.
- Assists in the movement of furniture, materials, and equipment as needed.

Basic reading, writing, and arithmetical abilities with several years of general facility maintenance experience.

**SANITATION CUSTODIAN - POSITION CODE 3817**

Responsible for the sanitation and cleaning of the facilities. Duties may include:

- Cleans and sanitizes operational areas and equipment.
- Covering, disassembling or moving equipment as needed.
- Fills and labels sanitation supplies appropriately.
- Ensures supplies and chemicals are stored properly.
- Follows proper safety guidelines.

Previous custodial experience.

**SECURITY MANAGER - POSITION CODE 3813**

Plans, organizes, directs, and controls the activities and staff involved in developing and administering company security policies, procedures, and programs. Duties may include:

- Recommends procedures and systems for visitor control, employee identification, security clearance administration, and the safeguard of company facilities, equipment, and material.
- Provides security controls of company facilities, equipment, and materials.
- Provides security control through direction of a guard force or through retention of contract services.
- Responsible for employees in security function.

Knowledge of security requirements and practices normally obtained through a minimum of 4 years of related experience, as well as experience in directing others.

**SECURITY GUARD - POSITION CODE 3814**

Fully Competent. Guards and patrols company property. Duties may include:

- Protection of property and personnel against fire, theft, vandalism, illegal entry, and other hazards.
- Controls entrance points.
- Tours premises to examine doors, windows, and gates to ensure appropriate level of security.
- Observes incoming and outgoing persons to guard against theft of company property.

High school diploma with basic reading, writing, and communication skills.

<b>MINING OPERATIONS (NEW)</b>
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**MINE MANAGER – POSITION CODE 4710 (NEW)**

Plans, administers and reviews the production activities of the mining operation to optimize resource use, minimize costs and maintain quality standards. The Mine Manager will inspire the mining team to create a safe, motivated and productive environment which leads to innovative continuous improvement. Duties may include:

- Directs the formulation of mining production strategies, policies and plans.
- Plans production schedules, labor and material input requirements to meet output quantity, quality and timing specifications.
- Directs the development of sound strategic plans and life of mine schedules.
- Coordinates the implementation of occupational health and safety requirements.
- Conducts research and applies new and improved methods and products to mine production.
- Oversees the acquisition and installation of new machinery.
- Oversees updates of mineral resource and ore reserve estimates, as well as grade control.
- Monitors production costs and adjusts processes and resources to minimize costs.
- Controls the preparation of production records and reports.

Requires degree in mining or a related field, preferably registered or eligible for registration as a P.Eng/P.Geo, minimum 15 - 20 years mining experience, 5 years supervisory/management experience.

**MINE MAINTENANCE MANAGER - POSITION CODE 4711 (NEW)**

Direct, coordinate and integrate all technical aspects of operational and shutdown maintenance projects in accordance to mine requirements. Duties may include:

- Coordinates the work of the Maintenance Group with the Operations to ensure the efficient performance of activities.
- Develops long range detailed plans, schedules and procedures for the systematic maintenance of all equipment.
- Responsible for budgeting all maintenance costs and prepares capital and operating budgets.
- Reviews progress of work and compares the actual results with the planned results; initiates corrective action as required.
- Establishes shop layout to ensure that the most effective arrangement of maintenance facilities and equipment is obtained.
- Trains employees and installs work procedures to improve the efficiency of maintenance operations.
- Studies and develops methods of maintenance and revises periodically the program for systematic maintenance to improve the quality of the maintenance and reduce the cost.
- Plans and schedules maintenance work to minimize loss of production.
- Reduces overall cost of maintenance and improves the quality of service.

Degree in engineering plus a minimum 10 - 15 years of overall Mine Maintenance experience with 5 or more years experience in a Mine Maintenance Management or senior Mine Leadership role. Proven experience in Mine Maintenance Management.

**MINERALS PROCESSING OPERATOR 3 - POSITION CODE 4712 (NEW)**

Fully Competent. Involved in all aspects of mineral processing, including sampling and laboratory work. The minerals in their final form are produced by smelting. Duties may include:

- Assembles and dismantles equipment and fittings in ore-processing plants.
- Operates ore-crushing and screening plants using manual and computer-based systems, conveyers, feeders, weight-meters, roll mills, pumps, jigs, spirals and flotation cells.
- Loads, unloads and stores materials such as treatment chemicals and tools.
- Mixes ore-treating chemicals, catalysts and reagents.
- Clears blockages in materials-handling and transporting equipment.
- Cleans, washes and maintains equipment, and removes spillages and rubbish.
- Maintains auxiliary systems, such as drainage, fluids-pouring and conveyor-belt systems.
- Takes samples of materials for testing.
- Uses thickeners in the drying processes, pump tailings and manage tailings dams and associated raw-water systems.

Requires high school diploma or equivalent and 1+ years experience in processing operations.

**MINERALS PROCESSING OPERATOR 2 - POSITION CODE 4713 (NEW)**

Fully Competent. Responsible for component(s) of mineral processing which could involve sampling and laboratory work. Duties may include:

- Operates ore-crushing and screening plants using manual and computer-based systems, conveyers, feeders, weight-meters, roll mills, pumps, jigs, spirals and flotation cells.
- Mixes ore-treating chemicals, catalysts and reagents.
- Clears blockages in materials-handling and transporting equipment.
- Maintains auxiliary systems, such as drainage, fluids-pouring and conveyor-belt systems.
- Takes samples of materials for testing.
- Uses thickeners in the drying processes, pump tailings and manage tailings dams and associated raw-water systems.

Requires high school diploma or equivalent and some experience in processing operations.

**MINERALS PROCESSING OPERATOR 1 - POSITION CODE 4714 (NEW)**

Entry Level. Assist with mineral processing, including sampling and laboratory work. Duties may include:

- Works with more senior Operators to optimize production.
- Assists other Operators as required.
- Loads, unloads and stores materials such as treatment chemicals and tools.
- Cleans, washes and maintains equipment, and removes spillages and rubbish.
- Maintains housekeeping duties to ensure clean and safe work environment.

Requires high school diploma or equivalent.

**DIAMOND DRILLER - POSITION CODE 4715 (NEW)**

Moves, sets up, operates, and maintains diamond drilling rigs and related equipment that drills holes to obtain mineral (core) samples of the minerals from the surface or underground. Duties may include:

- Operates a variety of drills such as rotary, churn, and pneumatic to tap sub-surface water and salt deposits, to remove core samples during mineral exploration or soil testing, and to facilitate the use of explosives in mining or construction.
- Operates secondary equipment, including pumps and equipment used to prevent and correct problems.
- Selects and attaches drill bits and drill rods, adding more rods as hole depths increase, and changing drill bits as needed.
- Operates controls to stabilize machines and to position and align drills.
- Regulates air pressure, rotary speed, and downward pressure, according to the type of rock or concrete being drilled.
- Operates machines to flush earth cuttings or to blow dust from holes.
- Conducts tests and inspections of products, services, or processes to evaluate quality or performance.
- Performs routine maintenance and upgrade work on machines and equipment, and determining when and what kind of maintenance is needed.

Requires high school diploma (or equivalent), completion of industry courses combined with 1 - 3 years of experience WHMIS and First Aid training required.

**PROSPECTOR - POSITION CODE 4716 (NEW)**

Commonly contract work; claim-staking for mining and exploration companies. Explores likely regions to discover valuable mineral deposits using topographical maps, surveys, reports and knowledge of geology and mineralogy. Examines outcrops, placer, and stream channels for mineral content. Duties may include:

- Researches promising grounds through computer databases and the Internet, and carry global positioning systems to pinpoint mineralization.
- Explores likely regions for discovery using topographical maps, surveys, reports and knowledge of geology and mineralogy.
- Identifies common minerals and different types of alteration.
- Collects data on rock formations using geophysical instruments and devices.
- Drills, dynamites, or digs trenches or pits along rock formations or creek beds to obtain rock samples.
- Breaks off samples and tests them for presence of minerals with heat, acid, magnifying glass, or by pulverizing and washing or panning.
- Examines and maps rock types and collects rock and soil samples for mineral or chemical analysis.
- Determines the feasibility of staking and developing a claim.
- Stakes claims in accordance with federal or provincial/territorial legal requirements.

Requires high school diploma (or equivalent), Prospector's License and wilderness experience.

**UNDERGROUND MINER - POSITION CODE 4717 (NEW)**

Initiates the process of extracting rock and ore from the earth, with the use of sophisticated machines and equipment in order to ensure the ground is secure to drill the rock which contains the minerals and metals sought in preparation for blasting. Duties may include:

- Cuts channel under working face to facilitate blasting, using pick, or by operating cutting machine.
- Uses drill blast methods to advance mine openings and remove waste rock during mine development.
- Charges and shoots (sets off) explosives or air charges to blast down materials.
- Uses trucks, conveyor belts, hoists and other equipment to move ore and waster rock (muck) to the surface.
- Installs timbering, roof bolts, or cribs, to support walls and roof.
- Lays track to accommodate mine cars or track-mounted equipment.
- Develops mines by installing ground support, mine services (air and water), ventilation and equipment such as conveyor belts.
- Underground miners may operate a variety of mining equipment.

Requires high school diploma (or equivalent) and 1 - 2 years of progressive underground mining experience or related experience operating or maintaining heavy equipment.

**DIAMOND DRILLER HELPER - POSITION CODE 4718 (NEW)**

Assists driller in setup, operating, and maintaining diamond drilling rigs and related equipment that drill holes to obtain mineral (core) samples of the minerals from the surface or underground. Duties may include:

- Assists in drilling and blasting rock and the operation of a variety of drills such as rotary, churn, and pneumatic to tap sub-surface water and salt deposits, to remove core samples during mineral exploration or soil testing, and to facilitate the use of explosives in mining or construction.
- Positions and replaces various equipment to assist in the drilling operations such as pulling electric cables and water hoses clear of machinery.
- Operates controls to stabilize machines and to position and align drills.
- Collects ore samples for laboratory analysis.
- Assists in operating machines to flush earth cuttings or to blow dust from holes.
- Performs routine maintenance and upgrade work on machines and equipment.

Requires high school diploma (or equivalent), completion of industry courses with limited experience WHMIS and First Aid training required.

**MINING ENGINEER F+ - POSITION CODE 4720 (NEW)**

Senior Management Level or Industry Expert. Responsible for long range mine planning, coordination, making specific and far-reaching management decisions, or may be acknowledged mining engineering expert within industry. Duties may include:

- Drives activities through strategic planning by development of operating philosophy, mine operations plans, and/or on site operating procedures.
  - Develops, communicates and leads major strategic initiatives and operational strategies to drive operational performance, including adherence to systems, standards and procedures.
  - Plans and implements engineering strategies and activities.
  - Determines and establishes goals, scope, approaches, and budgets to accomplish overall objectives and goals.
- Requires Undergraduate Degree (Bachelor Degree in Engineering, Mining specialty).

**MINING ENGINEER F - POSITION CODE 4721 (NEW)**

Management Level or Expert. Plans, organizes, directs and controls the work activities and staff of a mining engineering or technical mining function or may be acknowledged as company mining expert with particular emphasis on mining engineering. Duties may include:

- Responsible for the organization of the Engineering function and/or operations.
  - Maintains a high standard of operational, safety and environmental practices as well as the preparation of capital and operational budgets, short and long term planning and cost studies.
  - Evaluates technical progress of projects to ensure sound application of scientific and engineering principles and adequate exploratory research to support the highest possible performance of the end product.
  - Develops a complete data base and protocol for resources delineation.
  - Coordinates with outside consultants to develop a reserves and resources assessment.
  - Develop and maintain an ongoing dialogue with the mine operations to help in monitoring the performance of the Mine operation.
  - Works with internal teams to accurately determine the reserves and resources of the mine(s).
- Requires Undergraduate Degree (Bachelor Degree in Engineering, Mining specialty).

**MINING ENGINEER E - POSITION CODE 4722 (NEW)**

Specialist Level. Designs and develops new or innovative mining approaches and techniques with particular emphasis on mining engineering in the design and development of complex projects. Duties may include:

- Responsible for the development plans for high quality, low cost and efficient mine plans and underground or open pit mine designs conducting design viability studies (underground and open pit mines).
  - Implements methodologies in conceptual, pre-feasibility, feasibility and existing operation projects providing necessary technical engineering information (plans, drawings, data sheets, etc.) to ensure proper project execution and monitoring the construction work.
  - Conducts investigations and tests of considerable complexity, projects progress and evaluates results.
  - Lays out and directs mine construction operations, such as location and development of shafts, tunnels, chambers, position of excavation benches (levels), and access roads.
  - Designs, implements, and monitors facility projects, such as water and power supply, ventilation system, rock-dust and radon gas control, drainage, rail and conveyor systems, and material cleaning, grading, and reduction systems.
- Requires Undergraduate Degree (Bachelor Degree in Engineering, Mining specialty).

**MINING ENGINEER D - POSITION CODE 4723 (NEW)**

Senior Level. Plans and directs projects or phases of mining projects within an assigned mining engineering functional area and provides technical mining direction to and coordinates the efforts of mining engineering staff. Duties may include:

- Support startup planning, field punch outs, systems turnover sequence planning, etc., and specifies materials, equipment and supplies required for completion and implementation of technical projects.
  - Analyzes, evaluates, and plans method of approach and organizes means to achieve the solution of problems in the mining operations environment and recommends necessary corrections in technical analyses and design to ensure successful project completion or ongoing mining operations.
- Requires Undergraduate Degree (Bachelor Degree in Engineering, Mining specialty).

**MINING ENGINEER C - POSITION CODE 4724 (NEW)**

Fully Competent Level. Full technical responsibility for planning, organizing, and conducting technical mining plans, specifications and reports requiring familiarity with a broad range of engineering methods and techniques with particular emphasis on mining engineering. Duties may include:

- Conducts studies of ore, mineral or coal deposits in order to assess the feasibility of mining operations.
- Conducts independent investigation involving the original application of the principles of engineering in the development of surface or subsurface mines.
- Prepares design specifications, analyses, and recommendations for presentation and approval on aspects of underground or surface mine design or construction, mine exploration, extraction and processing.

Requires Undergraduate Degree (Bachelor Degree in Engineering, Mining specialty; Eligibility for P.Eng.).

**MINING ENGINEER B - POSITION CODE 4725 (NEW)**

Intermediate Level. Design and development or design modification, using a variety of standard engineering methods and techniques with particular emphasis on mining engineering. Duties may include:

- Works in the design and testing of a component of a larger design project preparing mining plans, designs, calculations, design specifications, costs and bills of material, catalogues, in accordance with established codes, standards, drawings or other mining specifications.
- Wide range of mine planning and development activities, economic evaluation, productivity analysis, mine design, mine planning.
- Responsible for routine technical mining decisions within established guidelines.

Requires Undergraduate Degree (Bachelor Degree in Engineering, Mining specialty; Eligibility for P.Eng.).

**MINING ENGINEER A - POSITION CODE 4726 (NEW)**

Developmental Level. Mining Engineer in Training performing a variety of tasks involving the application of basic mining engineering/scientific principles to assigned problems. Duties may include:

- Prepares simple basic mining plans, designs, calculations, design specifications, costs and bills of material, catalogues, in accordance with established codes, standards, drawings or other mining specifications.
- Prepares reports, charts, graphs, and other documents and makes recommendations to senior staff. Interface with tailings planning engineers, geotechnical engineers, and geologists.
- Help to develop mine plans and schedules/forecasts, integrate work with other mining group functions.
- Assist in development of specifications, evaluation, and selection of mining equipment.
- Responsible for routine technical mining decisions within clearly defined procedures or precedents.

Requires Undergraduate Degree (Bachelor Degree in Engineering, Mining specialty; Eligibility for P.Eng.).

**TECHNICAL SERVICES****MANAGER TECHNICAL SERVICES - POSITION CODE 4410**

Responsible for providing competent technical field service support, and liaising with the maintenance staff, engineers, and site management. Duties may include:

- Plans schedules and resourcing technical services staff for the installation and servicing of major mechanical/electronic equipment, eggs, generators, turbines, compressors and control equipment at varied sites.
- Establishing and maintaining plant and equipment, resolve technical problems and ensure quality and safety.
- Scheduling estimating, inspection, test plans and outage planning or safety issues.
- Assessing and interpreting technical specifications, technical strategy, product research and development.

Typically has Engineering Degree or equivalent technical background, with 10+ years of "hands-on" experience in the related industry.

**SR. TECHNICAL FIELD ADVISOR - POSITION CODE 4415**

Responsible for providing competent technical field service support, and liaising with the maintenance staff, engineers, and site management. Duties may also include:

- Assisting in the installation and servicing of major mechanical/ electronic equipment, eggs, generators, turbines, compressors and control equipment at varied sites.
- Establishing and maintaining plant and equipment, resolve technical problems and ensure quality and safety.
- Scheduling estimating, inspection, test plans and outage planning or safety issues.
- Reviewing/revising technical specifications, technical strategy, product research and development.

Typically has Engineering Degree or equivalent technical background, with 7 - 8 years of "hands-on" experience in the related industry.

**TECHNICAL FIELD ADVISOR - POSITION CODE 4417**

Provides technical support to external customers and advises customers or staff on best practices related to equipment operation. Duties may include:

- Reviewing, interpreting and reporting on technical specifications and equipment needs.
- Inspecting and evaluating equipment performance to recommend repairs, diagnose problems, identify performance measurements or make other testing recommendations.
- Preparing estimates for on-site technical service, commissioning or training costs.

Typically has Engineering degree or Technology diploma in specific discipline with 3 - 5 years of industry related experience, with good computer skills.

**TECHNICAL COORDINATOR - POSITION CODE 4419**

Responsible for coordination of all site engineering support enquiries, and liaison between customers and engineering staff on field engineering related issues, long term planning and outage related inquiries. The position entails coordination and expediting site engineering requirements. Duties may include:

- Reviewing, interpreting, and commenting on technical specifications or provide proposal assistance.
- Participating in field activities including studies, site and equipment inspection and emergency callouts for operational or shutdown activities, outage planning or safety issues, and safety or cost improvements.

Typically has Engineering degree or Technology diploma in specific discipline with 2 - 3 years of industry related experience, with good computer skills.

**TECHNOLOGISTS**

Involved in the research, development, testing and maintenance of technical systems and/or engineering of scientific products.

**TECHNOLOGIST LEAD - POSITION CODE 4432**

Supervisory Level. Responsible for supervision of projects and employees who perform design, development and testing of engineering or scientific equipment, products and/or assemblies. Duties may include:

- Oversees the detailed design or testing processes for equipment and new components.
- Ensures that work meets company standards and schedules.
- Responsible for the training, employee motivation and discipline of assigned employees.
- Develops or directs the set-up of test equipment and the conduct of appropriate tests on new, prototype or experimental units.
- Reviews and summarizes test results, reports trends to manufacturing to improve on poor performance of components and products.
- Develops studies and performs non-repetitive research regarding materials or parts needed for design or enhancements.
- May liaise with customer services and interface with clients in troubleshooting equipment or product problems.

Typically requires post-secondary education in an electrical, electro-mechanical or mechanical discipline with a minimum of 10+ years directly related experience. Typically has certification in at least 1 discipline.



**TECHNOLOGIST 4 - POSITION CODE 4434**

Expert Level. Assists in the design, development and testing of engineering or scientific equipment, products and assemblies. Duties may include:

- Develops detailed designs for new equipment or components.
- Develops or directs the set-up of test equipment and the conduct of appropriate tests on new, prototype or experimental units.
- May work with customer services and interface with clients in troubleshooting equipment or product problems.
- Develops studies and performs non-repetitive research regarding materials or parts needed for design or enhancement.

Typically requires post-secondary education in an electrical, electro-mechanical or mechanical discipline with a minimum of 8+ years directly related experience. Typically has certification in at least 1 discipline.

**TECHNOLOGIST 3 - POSITION CODE 4436**

Senior Level. Performs a variety of complex technical functions in the design, development, testing or maintenance of engineering or scientific equipment, products and assemblies. Duties may include:

- Performs operational tests and fault isolation on systems and equipment to ensure conformance with design specifications.
- Provides design details where necessary.
- Recommends modifications to designs to support development or troubleshooting activities.
- Utilizes a wide variety of developmental tests or diagnostic equipment to monitor, test and troubleshoot complex or complete systems and identify and perform repairs or revisions.

Typically required is technical school graduation with a minimum of 5 years directly related work experience in technical development. Typically has certification in 1 discipline.

**TECHNOLOGIST 2 - POSITION CODE 4437**

Intermediate Level. Performs moderately complex activities related to development, testing or maintenance of engineering or scientific equipment, products and assemblies. Duties may include:

- Assists in general research work.
- Conducts tests and detailed experimentation to collect development data or resolve client problems or make repairs.
- Assists in prototype fabrication and assembly and testing.
- Performs construction, troubleshooting, and repair of standard and test equipment.

Typically requires Technical school graduation with 3 - 5 years experience is required.

**TECHNOLOGIST 1 - POSITION CODE 4438**

Developmental Level. Performs routine functions related to electronic development, testing or maintenance of engineering or scientific equipment, products and assemblies. Duties may include:

- Performs routine operational tests on development systems and equipment to ensure compliance with design specifications.
- Diagnoses and isolates malfunctions down to component level.
- Conducts defined engineering tests as required.

Typically requires Technical school graduation with 2 years electronics experience is required.

## FIELD INSPECTORS

### FIELD INSPECTOR 3 - POSITION CODE 4423

Senior Level. Perform and coordinate complex inspection activities and supplying internal/external customers with inspection and repair recommendations in support of routine maintenance. Duties may include:

- Develop inspection plans for clients.
- Development and implementation of client pressure equipment integrity management programs.
- Responsible of the mechanical integrity of fixed equipment and piping in accordance to accepted inspection principles.
- Develop and implement training programs, budgets for inspection programs and repair plans.
- Maintain effective relations with regulatory organizations.

Post-Secondary education in related field or B Eng. Degree in Mechanical Engineering. Current certification of competency by ABSA as an In-Service Pressure Vessel Inspector, In-Service Boilers and Pressure Vessel Inspector. Has 7 - 10 years experience in construction and inspection activities.

### FIELD INSPECTOR 2 - POSITION CODE 4424

Fully Competent. Ensure that current codes and standards are understood and used for design and repair. Conduct internal, installation and external inspections. Duties may include:

- Collecting data and inputting into internal database (inventory, maintenance history etc.)
- Audit service companies for suitability for use and performance.
- Involved in foreman/manager review of pressure equipment integrity management program status.
- Assist in training related to inspection and mentoring when needed.
- Performs accident investigation.

Post-Secondary education in related field or B Eng. Degree in Mechanical Engineering. May have National Board Commission certification. Has up to 5 years experience in construction and inspection activities. Basic office application software knowledge and proven skills working with clients, office and field staff.

### FIELD INSPECTOR 1 - POSITION CODE 4425

Developmental Level. Responsible for inspection work under supervision of more senior inspectors. Inspect equipment and write inspection reports in a timely fashion. Duties may include:

- Performance of internal, external and installation inspections.
- Actively participate in inspection network.
- Perform duties required by pressure equipment integrity management program status.
- Assisting in the continuous improvement of the quality management system.
- Audit service organizations facilities for compliance to applicable regulations.

High school diploma or GED. Shows interest in pursuing or holds a current certification by the National Board Commission.

## PROJECT CONTROLS

### PROJECT CONTROLS MANAGER - POSITION CODE 4442

This position is responsible for the management for all functions that are related with planning, scheduling, cost control and estimating. The Project Controls Manager may also plan work, provides analysis of data, as well as overall control of cost, scheduling and other tasks that are necessary for efficient project implementation. Duties may include:

- Setting overall goals and establish priorities with the team lead/supervisors for the department.
- Responsible for general quality, role definition of all project controls personnel and ethical standards.
- Ensures industry standards are met, reference information, tools and other necessary materials are in place for the use of the project controls department.
- Support and assist in corporate business development efforts.

Post secondary degree in business or engineering is required. A minimum of 15 - 20 years in industry or related field. Proficient understanding of all areas within project management.

**PROJECT CONTROLS SPECIALIST - POSITION CODE 4444**

Fully Competent. Responsible for the planning & the planning & scheduling of project deliverables for a large project or several smaller projects. Duties may include:

- Responsible for on-site project control and monitoring and submitting information on master plan rollups.
- Responsible for schedule, cost, hours, quantities, progress, performance, and reporting.
- Coordinates the onsite work of scheduling, estimating and cost analysis reporting.
- Identifies cost trends and alerts Project Managers to potential budget issues.
- Project controls support for management of materials procurement and delivery.

Engineering or related degree with 8 - 10 years experience in Cost Engineering or Tech diploma with 10+ years of experience.

**ESTIMATOR - POSITION CODE 4446**

Fully Competent. Uses project planning tools to establish the plan, schedule and budget for assigned projects. Duties may include:

- Prepares bid packages, conceptual estimates, and analysis of subcontractor bids, etc., for projects of medium size and complexity, or for one particular discipline on large, complex projects.
- Interprets documentation, specifications, and design drawings to determine material costs.
- Interfaces with other functions, to provide engineering and cost data.
- Prepares final estimate summaries, analyzing each section for scope, pricing and completeness.

Typically requires post secondary technical diploma or degree with 4 - 6 years of construction estimating experience.

**PLANNER/SCHEDULER - POSITION CODE 4448**

Fully Competent. Uses project planning tools to establish the plan, schedule and budget for assigned projects. Duties may include:

- Maintaining, updating and analyzing schedules.
- Identifying scheduling problems to appropriate personnel on a current basis.
- Prepares management reports and maintains progress measurement system.
- Works closely with project management to improve performance in project planning and execution.

Typically requires post secondary technical diploma or degree with 4 - 6 years scheduling experience

**PLANT/PROCESS OPERATORS****PLANT/PROCESS OPERATIONS SHIFT SUPERVISOR - POSITION CODE 4495**

Supervisory Level. Responsible for supervision of day-to-day operations of unit. Duties may include:

- Supervision of plant/process operators and allocation of work schedule.
- Responsible for the plant in terms of optimizing, troubleshooting and performing corrective actions with the goal of maintaining optimum production.
- Co-ordinates, plans and executes the preventive and corrective maintenance on equipment and systems.
- Accountable for the safe and efficient operation of the plant operating unit.
- Coordinate and execute related outages and major maintenance shutdowns.
- Inspection of equipment and machinery and communicate requirements for issuing work orders.
- Ensure enforcement of Health, Safety and Environment practices.

Technical school training with a minimum of 2nd Class Power Engineering ticket with a minimum of 6 - 8 years related experience including in-depth knowledge of operating equipment and computerized controls practices.

**PLANT/PROCESS OPERATOR 4 - POSITION CODE 4496**

Senior Level. Oversees and participates in the work of staff responsible for operating, monitoring and maintaining plant equipment. Duties may include:

- Work direction of plant/process operators.
- Ensures operation of plant equipment in a safe and efficient manner.
- Start and shut down of plant equipment with very little supervision.
- Troubleshoot equipment problems and perform repairs and servicing.
- Ensures that the plant operates within regulatory guidelines and adherence to safety standards.
- May provide basic training to more junior level operators.
- Performs preventive maintenance activities as required.

Qualifications include a minimum 2nd class Power Engineering ticket, with 4 - 5 years relevant industry experience including full working knowledge of operating equipment and computerized controls practices.

**PLANT/PROCESS OPERATOR 3 - POSITION CODE 4497**

Fully Competent. Responsible of the operation of plant equipment in a safe and efficient manner. Maintain processing reliability and optimize production volumes. Duties may include:

- Operation of plant equipment in a safe and efficient manner.
- Performance of basic operating assignments and assists in maintenance at assigned plants.
- Monitoring equipment condition and malfunctions and initiate repairs as required.
- Start and shut down of plant equipment with little supervision.
- Performing preventive maintenance activities as required.
- Supporting Health, Safety and Environment practices

Qualifications include a minimum 3rd Class Power Engineering ticket, at least 2 - 3 years relevant experience in the related area.

**PLANT/PROCESS OPERATOR 2 - POSITION CODE 4498**

Development Level. Maintains close surveillance of all operating conditions to maximize production, process reliability and efficiency. Constructively participating to help balance the priorities for the shift. Duties may include:

- Working with the area Lead Operator to optimize production.
- Monitoring of plant equipment & working with maintenance ensuring safe, compliant operations.
- Identifying and reporting equipment malfunctions.
- Assisting with start and shut down of plant equipment.

Completion of 4th Class Power Engineering ticket, working towards 3rd class ticket and at least 1 year of related experience.

**PLANT/PROCESS OPERATOR 1 - POSITION CODE 4499**

Entry Level Assist with maintaining close surveillance of all operating conditions to maximize production, process reliability and efficiency. Duties may include:

- Working with the area Lead Operator to optimize production.
- Monitoring of plant equipment & working with maintenance ensuring safe, compliant operations.
- Assisting other Operators in starting up and/or shutting down various pieces of equipment in the work area.
- Maintaining housekeeping duties to ensure clean and safe work environment.

A Power Engineering certificate is required, working towards a 4th class ticket.

<b>TRADES</b>
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**MILLWRIGHT**

Also known as Industrial Mechanics. Responsible for installing, troubleshooting and maintaining industrial equipment. Duties may include:

- Machine assembly, blueprint reading, bearing fitting, gears and shaft alignment, and drive systems maintenance.
- Basic machine shop and welding duties.
- Ability to use precision measurement tools and testing equipment.

<b>LEAD</b>	- POSITION CODE 4510
<b>JOURNEYMAN</b>	- POSITION CODE 4511
<b>4<sup>TH</sup> YEAR APPRENTICE</b>	- POSITION CODE 4512
<b>3<sup>RD</sup> YEAR APPRENTICE</b>	- POSITION CODE 4513
<b>2<sup>ND</sup> YEAR APPRENTICE</b>	- POSITION CODE 4514
<b>1<sup>ST</sup> YEAR APPRENTICE</b>	- POSITION CODE 4515

**HEAVY DUTY MECHANIC**

Responsible for the repair, overhaul and maintenance of mobile heavy equipment. Duties may include:

- Inspect equipment to detect faults and malfunctions.
- Clean, lubricate and maintain equipment.
- Test equipment for proper performance.
- Adjust and/or replace defective equipment or parts.

<b>LEAD</b>	- POSITION CODE 4520
<b>JOURNEYMAN</b>	- POSITION CODE 4521
<b>4<sup>TH</sup> YEAR APPRENTICE</b>	- POSITION CODE 4522
<b>3<sup>RD</sup> YEAR APPRENTICE</b>	- POSITION CODE 4523
<b>2<sup>ND</sup> YEAR APPRENTICE</b>	- POSITION CODE 4524
<b>1<sup>ST</sup> YEAR APPRENTICE</b>	- POSITION CODE 4525

**FLEET MECHANIC**

Responsible for the repair, overhaul and maintenance of fleet vehicles. Duties may include:

- Inspect equipment to detect faults and malfunctions.
- Clean, lubricate and maintain equipment.
- Test equipment for proper performance.
- Adjust and/or replace defective equipment or parts.
- Perform field repair work on down fleet vehicles.

<b>LEAD</b>	- POSITION CODE 4530
<b>JOURNEYMAN</b>	- POSITION CODE 4531
<b>4<sup>TH</sup> YEAR APPRENTICE</b>	- POSITION CODE 4532
<b>3<sup>RD</sup> YEAR APPRENTICE</b>	- POSITION CODE 4533
<b>2<sup>ND</sup> YEAR APPRENTICE</b>	- POSITION CODE 4534
<b>1<sup>ST</sup> YEAR APPRENTICE</b>	- POSITION CODE 4535

**ELECTRICIAN**

Responsible for installing, maintaining, testing and repairing electrical systems and equipment. Duties may include:

- Install, repair and maintain electrical systems.
- Conform to building codes and other regulations.
- Ability to interpret blueprints and code specifications.
- Prepare cost estimates and documentation for clients.

<b>LEAD</b>	- POSITION CODE 4540
<b>JOURNEYMAN</b>	- POSITION CODE 4541
<b>4<sup>TH</sup> YEAR APPRENTICE</b>	- POSITION CODE 4542
<b>3<sup>RD</sup> YEAR APPRENTICE</b>	- POSITION CODE 4543
<b>2<sup>ND</sup> YEAR APPRENTICE</b>	- POSITION CODE 4544
<b>1<sup>ST</sup> YEAR APPRENTICE</b>	- POSITION CODE 4545

**WELDER**

Responsible for joining, making and welding metal components. Duties may include:

- Ability to use welding and fabrication tools.
- Read and interpret blueprints and diagrams.
- Quality assurance and control.
- Ensures effective equipment maintenance, safety and housekeeping standards are maintained.
- Build and maintain a healthy and safe work environment.
- General maintenance.

<b>LEAD</b>	- POSITION CODE 4550
<b>JOURNEYMAN</b>	- POSITION CODE 4551
<b>4<sup>TH</sup> YEAR APPRENTICE</b>	- POSITION CODE 4552
<b>3<sup>RD</sup> YEAR APPRENTICE</b>	- POSITION CODE 4553
<b>2<sup>ND</sup> YEAR APPRENTICE</b>	- POSITION CODE 4554
<b>1<sup>ST</sup> YEAR APPRENTICE</b>	- POSITION CODE 4555

**PIPEFITTER**

Responsible for fabrication and installation of piping systems. Duties may include:

- Lays out, fabricates, assembles, installs, and maintains piping and piping systems, fixtures, and equipment for steam, hot water, heating, cooling, lubricating, sprinkling, and industrial processing systems.
- Conducts pressure test of system to assure pressure tight joints and proper circulation and flow.
- Read and interpret blueprints and diagrams.
- Diagnoses trouble and determines nature and extent of repairs.
- Quality assurance and control.

<b>LEAD</b>	- POSITION CODE 4560
<b>JOURNEYMAN</b>	- POSITION CODE 4561
<b>4<sup>TH</sup> YEAR APPRENTICE</b>	- POSITION CODE 4562
<b>3<sup>RD</sup> YEAR APPRENTICE</b>	- POSITION CODE 4563
<b>2<sup>ND</sup> YEAR APPRENTICE</b>	- POSITION CODE 4564
<b>1<sup>ST</sup> YEAR APPRENTICE</b>	- POSITION CODE 4565

**POWER (STATIONARY) ENGINEER**

Responsible for operating and monitoring large motors, engines and related control devices that supply and distribute power, heat, refrigeration. Duties may include:

- Ensure all equipment operates safely, economically, and within the established limits.
- Be capable of operating, maintaining, repairing, and troubleshooting of equipment.
- Knowledge of computerized controls practices.
- Co-ordinate, plan and execute the preventive and corrective maintenance on equipment and systems.

Technical school training with a minimum of 3rd class stationary (power) engineer certificate.

1 <sup>st</sup> Class (LEAD)	- POSITION CODE 4570
2 <sup>nd</sup> Class	- POSITION CODE 4571
3 <sup>rd</sup> Class	- POSITION CODE 4572
4 <sup>th</sup> Class	- POSITION CODE 4573
5 <sup>th</sup> Class	- POSITION CODE 4574

**MACHINIST (NEW)**

Responsible for using machine tools to make or modify parts, primarily metal parts. Duties may include:

- Sets-up and operates special purpose equipment, conventional (lathe and/or mill), and/or numerical control (NC) machines and machining centers for fabrication of metallic and non-metallic parts.
- Reads and interprets blueprints, sketches, drawings, manuals, specifications, or sample parts to determine dimensions and tolerances of finished work pieces, sequence of operations and setup requirements.
- Starts and observes machine operation to detect malfunctions or out-of-tolerance machining, and adjusts machine controls as required.

LEAD	- POSITION CODE 4600 (NEW)
JOURNEYMAN	- POSITION CODE 4601 (NEW)
4 <sup>TH</sup> YEAR APPRENTICE	- POSITION CODE 4602 (NEW)
3 <sup>RD</sup> YEAR APPRENTICE	- POSITION CODE 4603 (NEW)
2 <sup>ND</sup> YEAR APPRENTICE	- POSITION CODE 4604 (NEW)
1 <sup>ST</sup> YEAR APPRENTICE	- POSITION CODE 4605 (NEW)

**GENERAL LABOURER**

Perform a variety of general labour tasks. Duties may include:

- Material handling, loading/unloading trucks.
- Cleaning work areas and equipment.
- May use powered equipment.
- Assist machine operators, assemblers and other workers.

SENIOR	- POSITION CODE 4580
SKILLED	- POSITION CODE 4581
INTERMEDIATE	- POSITION CODE 4582
ENTRY	- POSITION CODE 4583

**PAINTER**

Responsible for installation, maintenance, repair and trouble shooting of all painting aspects. Duties may include:

- Estimates the quantity of materials required for a particular project.
- Applies paint and other finishes to interior and exterior surfaces of various structures.
- Applies sandblast and other industrial coatings.
- Conducts all work in accordance with standard practices.
- May provide direction to apprentices.
- May provide direction to other trade personnel.

LEAD	- POSITION CODE 4585
JOURNEYMAN	- POSITION CODE 4586

**PLUMBER**

Responsible for the installation, maintenance, repair and trouble shooting of all plumbing systems. Duties may include:

- Follows instructions according to specifications and mechanical or architectural drawings.
- Study building plans to determine the layout for plumbing and other materials.
- Conducts all work in accordance with standard practices.
- May provide direction to apprentices.

**LEAD** - POSITION CODE 4590

**JOURNEYMAN** - POSITION CODE 4591

**INSTRUMENTATION TECH**

Devises, selects, sets up, and operates electronic/pneumatic instrumentation and related electromechanical or electro-hydraulic apparatus used for operational and environmental testing of mechanical, structural, or electrical equipment.

- Supervises and ensures that all work performed by team is conducted to industry standard.
- Installs, repairs, tests and maintains instrumentation systems.
- Translates test data for engineering personnel.
- May provide direction to apprentices.

**LEAD** - POSITION CODE 4593

**JOURNEYMAN** - POSITION CODE 4594

**CARPENTER**

Responsible for preparing layouts, building foundations and operating power tools. Duties may include:

- Reading and interpreting blue prints, drawings and specifications.
- Applying specialized skills in framing and form work.

**LEAD** - POSITION CODE 4596

**JOURNEYMAN** - POSITION CODE 4597