

# **JB Finishing Inc.**

## **Position Specification**

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**POSITION TITLE:** PROJECT CO-ORDINATOR

**DATE:** 4/1/2008

*Include references to: Knowledge/ skill requirement; type/ degree of communication skills. Nature of work environment, and supervisory responsibility.*

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**Effective Date:** TBA  
**Location:** Bolton, Ont.

**Function:** Project Co-ordinator

**Title of immediate Supervisor:** Jim Biscoe, President **Dept.:** Engineering Department

### **Primary Position Summary**

Responsible for projects, and ensuring production goals of Quality product are met or exceeded daily. Also responsible for Paintline cleaning contracts

### **Approx. % of Time**

60%

20%:

20%

Note:

### **Major duties and Responsibilities**

Responsible for managing the projects. Ensuring that any drawings are complete, timelines are stipulated, and overall co-ordinating with the shop are outlined and organized

Responsible for all drawings

Responsible for all preventative maintenance (pm) programs

May also perform other duties as assigned by the President

### **Knowledge/ skill requirements:**

Must have complete knowledge or understanding JB Finishing Inc..Quality Standards, and Criteria..Must be able to read and interpret blue prints and be to be self-sufficient. Able to work rotating shifts, and be able to make decisions in a fast paced environment.

### **Type/ Degree of communication skills:**

Average skills in communication, and be able to read and write in English.

### **Nature of the work environment:**

- Field/ plant / office 30/30/40
- occasionally required to change areas
- majority of time in a manufacturing environment
- some exposure to heat, chemicals, noise, and production equipment
- safety glasses, safety shoes mandatory
- hearing protection required for some areas

