JOB DESCRIPTION

| **TITLE** | MANUFACTURING TECHNICIAN | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Manufacturing Technician operates industrial equipment, uses manufacturing tools, and performs other manufacturing-related tasks. This role involves checking finished products for defects, and ensuring standards are met. The Manufacturing Technician also improves processes and schedules to meet client demands.

The successful Manufacturing Technician is an excellent communicator and problem solver, with excellent organizational and planning skills.

**Duties and Responsibilities**

Overall Responsibilities:

* Developing and administering production, inventory, and quality assurance programs
* Assessing the quality and functionality of new products and prototypes per customer requirements and industry standards
* Planning plant layouts and manufacturing facilities
* Developing and carrying out work study and related programs
* Developing and carrying out industrial health, safety, and fire prevention plans and programs
* Conducting safety training programs
* Create computer software for machines and processes
* Collecting and compiling data to use for developing quality assurance and industrial health and safety programs.
* Collecting and compiling data for developing estimates, schedules, specifications, and reports
* Developing production and processing methods
* Examining blueprints and schematics
* Operating machines and equipment, supervising production, and inspecting processes.
* Performing other related duties

**Qualifications**

* X-year work experience in the production department or other related department ideally in a supervisory capacity
* A degree in industrial engineering technology or related field
* Trade certification in manufacturing technology, or a related field is required/an asset
* Membership in the provincial regulatory body
* Excellent understanding of safety procedures
* Basic understanding of the manufacturing process
* Ability to read and interpret blueprints and drawings
* Notable technical expertise
* Knowlegde of health and safety standards

**Core Competencies**

* Proven knowledge of production standards and regulations
* Excellent leadership
* Excellent problem-solving skills
* Superb organizational and planning skills
* Strong communication skills

**Working Conditions**

* Work a standard schedule [INSERT SCHEDULE e.g. 8 AM to 5 PM, Mondays to Fridays]
* Work involves moving quickly and being on one’s feet for long hours
* Work may require lifting heavy loads of up to X pounds, etc.
* May involve use of power tools.
* May involve exposure to potentially dangerous chemicals or fumes, but ventilation systems may minimize harmful effects
* May involve exposure to distracting or uncomfortable sounds and noise levels
* May require working in shifts.
* May require working long hours.
* Overtime and hours outside of the typical working schedule may be required.