

PhiBer Manufacturing

JOB DESCRIPTION

August 7, 2024

POSITION TITLE: Assembly Lead

SUMMARY OF THIS POSITION

Under the supervision of the Building B or Building A Production Supervisor, the incumbent will work individually and with a team to assemble parts and increase the flow of production.

LOCATION:

The job will be carried out on site in Building B of PhiBer Manufacturing, 108 New Hope Drive, Crystal City, MB R0K 0N0.

OUTLINE OF DUTIES

Trailer Assembly Duties

- Assemble DASH and trailer accessories
 - Certify alignment
 - Make necessary adjustments
 - Install wiring/electrical harnesses
 - Install cylinders
 - Apply decals
- Customize trailers to fit customers' requests
- Final inspection of the trailer
 - Test run the product
 - Troubleshoot functional issues/concerns (problem solving)
- Organize workspace

OR

Accumulator Assembly Duties

- Assemble accumulator and hay tools:
- Install hydraulic systems
- Install electrical systems, including harnesses, controllers and sensors
 - Ensure excellent fit and finish meet all PhiBer's quality standards
- Final testing, troubleshooting and inspection of equipment
 - Test and run the product (run it up)
 - Troubleshoot functional issues/concerns (problem solving)
- Prepare equipment for shipping
- Load equipment onto shipping trailers

Line Lead Duties

- Embody company values, vision, objectives and strategies
- Direct and lead team members on assembly duties
- Quality Control
 - Inspect and approve/reject welded and painted parts
 - Conduct QC checks using build sheets
- Train employees on how to assemble parts
 - Train team members on production Standard Operating Procedures (SOPs)
 - Train team members on production safety policies and guidelines
- Reinforce department plans and priorities
 - Report progress/roadblock to supervisor/manager
- Report quantities on Epicor
- Act as a bridge between team members, and their supervisors/managers
- Responsible to understand and be proficient in the role of an employee

Perform other related duties as requested.

SKILLS AND KNOWLEDGE

Basic Knowledge

The position requires the incumbent to have knowledge of, and experience with:

- General power tools usage
- General electrical and hydraulic systems
- Mechanical skills
- Organization skills
- Prioritization skills
- Self-motivated
- Team oriented
- Leadership Skills

The ability to communicate well both orally and in writing is required.

Comprehension and Judgment

The work requires the ability to solve problems and to make independent decisions on a daily basis. Errors in decision making may cause loss and inconvenience to customers as well as the flow of production.

CONTACTS

The position requires frequent interaction with other employees. Sound judgment, politeness, respect, and courtesy must be exercised at all times.

PHYSICAL

Work requires routine interaction with staff in production and assembly. Physical effort is required in carrying out related duties such as walking, lifting and moving as the product is prepared for production.

TRAVEL

N/A

REMUNERATION

This will be an hourly position.

- Wage dependent upon experience and skill.

BENEFITS

This position would have access to

- Health – Comprehensive, includes vision care
- Dental – Basic coverage
- Retirement – Matching DPSP or TFSA, 2-year vesting period
- PPE benefits - \$250/year for full-time employees
- 2 (two) weeks of paid vacation per year