

Ontario Screen Systems Inc.

1295 Eglinton Avenue East, Unit 14, Mississauga, Ontario L4W 3E6

Telephone: 905.624.0824 • Facsimile: 905.624.1091

Position Description

Position: Assembler / General Labourer	Location: OSSI Warehouse / various jobsites
Reports to: Warehouse Supervisor	Pay Range: \$17.00/hour +
Supports: n/a	Status: Full Time, seasonal/conversion to perm

Position Overview:

The Assembler / General Labourer provides installation and assembly support to other members of the Ontario Screen Systems team. The Assembler / General Labourer works either at the jobsite with an experienced installer, or in the OSSI warehouse. Assemblers / General Labourers are responsible for assembling, packaging and documenting the completion of screen production orders in Vonigo and placing them in the appropriate bin for pick-up. The Assembler also provides assistance to the Warehouse Supervisor, in the orderly, safe operation of the OSSI Warehouse and the shipping, receiving, unloading, inventorying and shelving of goods. Detailed qualifications and responsibilities are below.

Qualifications:

- Excellent math skills - able to measure accurately in the imperial system, including adding and subtracting to the 16th of an inch
- Comfortable handling power tools: cordless drill, mitre/chop saw, drill press, table saw
- Experience receiving, checking, unloading, sorting and shelving goods.
- Capable of lifting up to 50 pounds on a regular basis
- Experience picking and packaging goods for shipment, including completion of manual and computerized shipping documentation and tracking
- Excellent abilities in speaking, writing and reading English
- Able to work on ladder and scaffolding, in condo towers and on balconies (no fear of heights).
- Able to work well under pressure in a fast paced environment

Responsibilities:

Jobsite Assistance

- Provide assistance to installers on multi-unit or large opening jobs as directed by the Warehouse Supervisor or Installer
 - Prepare products and materials for loading in or on installation vehicles
 - Load installation vehicle with tools, products and materials needed for job
 - Drive installation van safely and promptly to and from jobsite
 - Unload materials, tools and products as directed
 - Provide assistance with the installation of motorized or manual screen units as directed.
 - Keep jobsite clean, tidy and safe as work is being performed and at end of job
 - Ensure materials, tools and products are stored safely and locked, including locked securely overnight during multi-day jobs.
 - Provide any other support required before, during and after job, as directed by installer

Assembly

- Assemble and package screen orders based on the specifications identified on the worksite order:
 - Validate details on order and ensure that all parts and details are included
 - Identify whether screen is a pull or cut.
 - open manufacturer's box and validate parts for colour, size and inclusion
 - accurately measure housing requiring size adjustment and accurately cut off excess material using chop saw, when screens are to be cut.
 - re-assemble screen using cordless drill
 - document completion details in Vonigo and on box.
 - Package complete order together with all tracks, sills and parts, wrap it carefully and place it in the appropriate bin for pick up;
 - Ensure that boxes and packing materials are maintained and stored appropriately, including disposal or re-use of used packaging

Product maintenance

- Assemble/disassemble goods as required
- Perform re-screening and repairs to products as required
- Assemble/disassemble and repair display units
- Assist with loading and unloading of display units
- Touch up painting of products or displays; any other periodic painting as required
- Use power tools in a safe manner, including proper use of safety eye and ear protection

Employee Name: _____
(please print)

Today's Date: _____

Employee Signature: _____

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Position Description (continued)

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Product knowledge

- Maintain excellent knowledge of products offered to clients and dealers by Ontario Screen Systems
- Answer client and dealer inquiries about Ontario Screen Systems' products on the telephone, and deal with clients / dealers professionally in-person when required

Other general duties

- Maintain all health, safety and Covid protocols as required
- Assist shipper receiver in preparing orders for shipping
- Safe packaging of orders for shipment
- Accurate weighing of packages for shipment
- Become familiar with dealers, installers and regular drivers so as to best work with them
- Communicate well with clients, employees, dealers, installers and drivers
- Train other employees on the Shipper Receiver or Assembly tasks as required
- Report any issues, concerns or irregularities you notice to management in a timely manner
- Cross-train in other areas of the company as required by management
- Perform other tasks required by management on a periodic basis

Employee Name: _____
(please print)

Today's Date: _____

Employee Signature: _____