



**ALMAG Aluminum**  
SMARTER · BETTER · FASTER



**EY Entrepreneur  
Of The Year™**  
2016 Award Winner

RESPECT & FAIRNESS • HUMILITY • PASSION FOR PROGRESS • OWNERSHIP

## FORKLIFT OPERATOR/MATERIAL HANDLER

### Production (Rotating Shift)

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INDUSTRY	TYPE	COMPANY SIZE	FOUNDED
Manufacturing	Private	250 – 300 employees	1953

“Whatever it takes. Our people are driven to succeed” – *Bob Peacock, President, ALMAG Aluminum*

Recognized as one of Canada’s Best Managed Companies, ALMAG understands that true customer satisfaction comes from delivering an exceptional service and a superior product. Our goal is to provide Customers with peace of mind knowing that quality products, short lead times and customer satisfaction is our top priority through all four pillars of service — Design, Extrude, Fabricate and Finish. We believe in building strong relationships around reliability and ownership which go hand-in-hand with our core values; respect and fairness, humility, passion for progress and ownership. Recognizing that people create culture, our core values are fundamental drivers of our workplace environment.

#### JOB DESCRIPTION

Directly responsible to the Press Supervisor. Must respond to requests from all plant personnel when the need arises. Functionally responsible for safe handling and storage of material and the safe operation of a forklift. Ensure that a safe working environment is maintained at all times. This will be done by following Company policies and procedures. We believe that every Employee is responsible to act safely and to model good safety practices.

#### Key Responsibilities

- Ensure forklift is in good working condition.
- Complete maintenance checks each day before start-up.
- Ensure press does not have to wait for billets/logs.

- Ensure that the crew is fully supplied with their proper supplies ie: separators, cardboard, wood and back-up skids
- Ensure material is tagged with work order number, die number, number of pieces and temper and that load is free from sawdust before transporting from production saw area to the next stage (age ovens)
- Ensure all aluminum scrap bins at saw locations and presses are emptied half hour before end of each shift.
- Stack material without causing damage to the load below it.
- Ensure all age ovens are loaded and unloaded in a timely manner.
- Use the computer to enter all info into Epics when tempering (must be entered correctly and under the proper oven).
- Ensure all paper work is complete and follows the material to the next stage.
- Comply with all quality related policies, procedures and system requirements

## DESIRED SKILLS AND EXPERIENCE

### Experience

- Candidates should have a minimum of 1 year experience in forklift operation.
- Must be able to read and write English and be familiar with weights and measurements.
- Basic computer skills required.
- Must have training in forklift driving and its safe operation through a recognized institute.
- Must have valid forklift license.
- A solid understanding of the following equipment/technology; forklift, snips, slings, tape measure, weighting scale, overhead cranes, dollies, chains, computers

## MORE ABOUT ALMAG

Since 1953, ALMAG has built a reputation as an industry leader in extruding high-visual, tight tolerance, complex, thin-walled, lightweight and precision aluminum extrusions. Pushing the limits of industry standards, ALMAG is capable of providing Solutions to some of the most complex designs by combining its skills, knowledge and experience with engineering to deliver best in class, quality Solutions with the industry's shortest lead times.

### Benefits ALMAG Aluminum offers their employees include:

- Health and dental
- Vision Coverage
- Life AD&D
- Long-term disability
- Critical illness insurance
- Health spending account
- Profit sharing
- Gym memberships – wellness programs
- Employee assistance program
- Monthly social committee activities