

# **Job Description: Shop Labourer**

**Reports to: Shop Supervisor**

## **Summary:**

Labourers perform general duties in the steel fabrication shop. Duties include operating basic hand tools, and assisting machine operators and welders. Housekeeping and material handling are also components of this position.

## **Duties and Responsibilities:**

- Handle Materials – within the shop and outdoors as required
- Perform Housekeeping Duties
- Operate Basic Hand Tools and Powered Hand Tools. i.e. Drills, Disc Grinders etc
- Operate equipment as described in company procedures
  - Metal Cutting saws
  - Cutting Torches
  - Drills
  - Material Handling Equipment
  - Grinders
- Perform work safely and follow established work procedures
- To not abuse equipment and report equipment that requires servicing or repair
- Perform General Tasks as assigned by Supervisor

## **Minimum Job Requirements:**

- Steel Toed Boots
- Suitable attire for a shop environment and warm clothes for the winter
- Basic Hand Tools – (List of required Tools can be provided)
- Availability to work shift work and/or overtime
- Must be punctual and possess a strong work ethic

## **Knowledge, Skills, and Abilities Required:**

- Basic reading and writing skills
- Knowledge and respect of shop safety
- Able to perform physically demanding work
- Ability to communicate orally
- Ability to work in cold environments

**Working Conditions:**

- This role involves primarily work in the shop. The person in this role can spend time outdoors, as steel is stored in the yard. The employee can be exposed to all weather conditions. Some shop facilities at Capitol Steel are not heated and the employee should be prepared for cold temperatures in the winter months.

**Conditions of Employment:**

- Must follow and support company rules and policies
- Must follow company and legislated safety rules and regulations

**To apply for this position, please contact:  
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by August 12, 2011**