



MATERIALS CONTROL PERSON

JOB DESCRIPTION

Bargaining Unit Position

FUNCTION:

To provide the Terminal with materials and services required for effective operation.

This position supports the supply chain of goods required for the continuous operation of the Terminal meeting all HSE requirements.

RESPONSIBILITIES:

As a Materials Control Person you will:

1. Apply your skills to perform assigned tasks and maintain high quality workmanship.
2. Complete training courses as specified in the materials control persons profile or other training identified by the Coordinator and the Materials Control Department, and approved by the Company.
3. Assist in the training of other Materials Control personnel, apprentices and site personnel based on your skills and abilities.
4. On a routine basis, inspect the warehouse facility and respond to health, safety or environmental hazards by correcting them immediately if possible, or by advising the appropriate site personnel of these hazards.
5. Support and ensure adherence to the Health, Safety, Environment and Quality procedures as outlined in the ISO Manual.
6. Assist the Joint Health and Safety Committee representatives by bringing health, safety or environmental concerns to their attention.
7. Plan, schedule and perform Materials Control work orders.
8. Work in accordance to Trigon's Delegation of Authority.

9. Perform the following duties in a skilled and professional manner.
 - Receiving duties
 - Issue Counter duties
 - Bag and Tag
 - Inventory Cycle counts
 - Inventory Replenishment
 - Inventory Storage and preservation duties
 - Inventory Analysis duties
 - Month End closing and reporting duties
 - Fuel handling duties
 - House Keeping duties
 - Represent materials Control at the HSE committee meetings
 - Planning Department Support
10. Assist the Warehouse Coordinator in meeting company and team goals and objectives.
11. Maintain a clean, safe work environment and report all incidents/accidents.
12. Follow established procedures and ensure proper record keeping.
13. Assist in other site operations, for which you are qualified, as required.
14. Be able to work effectively with minimum or no supervision.

HIRING CRITERIA:

Education and Knowledge

- Minimum Grade 12
- Trades Qualification in Industrial Warehousing
Note: Automotive Parts Service or Industrial Engines and Equipment Parts Service certification will be recognized
- Valid BC Class 5 Driver's license
- Forklift certification
- WHMIS certification
- Transportation of Dangerous Goods Certification
- Enrollment in PMAC would be an advantage
- Past experience in an industrial environment would be an asset
- Other Tradesman ticket(s) would be an asset

Experience

- Minimum of 5 years experience in materials management
- Computerized maintenance management systems
- Ability to work in a Team environment

- Proficient at using personal computers in a Microsoft Windows environment

Skills

- Excellent interpersonal communications (verbal/written)
- Decision-making (able to work independently and self-motivated)
- Department abilities (able to adapt to changing responsibilities)
- Customer focus (organizing and prioritizing the work demands)
- Analytical abilities (mathematical/statistical)

RELATIONSHIPS

Reporting directly to the Warehouse Coordinator, the incumbent has contact daily with all internal and external customers such as Operation, Maintenance, Administration, Coordinators and supporting trades, personnel and staff. External contacts on a regular basis, i.e. suppliers, contractors, freight representatives, auditors, government officials and custom brokers.

STANDARDS AND EXPECTATIONS:

- Work safely and follow the health, safety and environmental procedures
- Work within guidelines and rules
- High quality work carried out in a timely manner
- Follow job procedures
- Expected to work with minimal supervision
- Listen and learn from instructions, cooperate and participate in the department's training program
- Be in good physical shape and capable of completing all tasks which require the ability to lift heavy objects.

Revised: June 9, 2023

Approved: _____
Maintenance Manager

Date: _____