



# SHOP HAND

## Job Summary

The function of the Shop Hand is to assist any trades in the shop with handling of materials, shipping & receiving, and ensure the shop remains clean and organized. The Shop Hand is also to perform any misc. tasks as required in a safe, economical and timely manner. The ideal candidate will be one who likes to be on time, comes to work with a can-do attitude, ready to put problem solving skills to work, and has good attention to detail.

This is an ideal role for students looking for summer work. This is a fixed term contract for 4 months.

## Responsibilities include, but not limited to:

### Shipping

- Packaging equipment for shipments as per company guidelines, or as instructed by supervisor.
- Working with Production Lead to arrange for production of packing slip and generation all other paperwork required for shipping.
- Delivering parts as required or as instructed to do so
- Entering and printing packing slips as per company guidelines

### Receiving

- Organizing, expediting and tracking parts delivery to shop with the purchaser
- Monitoring status of equipment on order and reporting any problems to supervisor and purchaser.
- Completing received parts paperwork according to existing guidelines in a timely manner (within 1 day of parts received in shop).
- Unloading parts, labeling job numbers & PO's and organizing areas in shop.
- Picking up parts as required
- Speaking to suppliers as required in a professional and efficient manner

### Shop work

- Organizing and maintaining the shipping/receiving area, pipe racks, general shop cleanliness, yard and lunch room in a logical and tidy fashion.
- Assisting welders/electricians/plumbers as required
- Organizing areas in shop with parts for jobs
- Assisting with general maintenance of shop and offices for LWR

## Qualifications

- High school diploma or GED; no trade certificate required
- Previous shop or warehouse experience an asset

- Valid driver's license with clean record (abstract may be requested)
- Fork Lift operation experience an asset
- Experience in shipping and receiving considered an asset
- Overhead crane certification considered an asset
- Ability to lift up to 50 lbs. unassisted is required

### **Skills & Abilities**

- Effectively communicate with co-workers and supervisor
- Time management and excellent organization skills to effectively complete daily tasks
- General mechanical skills
- Ability to work as a team member in a professional manner
- Ability to take instruction and adhere to guidelines, including health and safety rules

### **Working Conditions and Schedule**

- Will be walking, stooping, and bending
- Standing for prolonged periods of time
- May be exposed to cool and hot temperatures
- Must have own steel-toe boots
- 40 hours per week, Monday – Friday
- This is a 4-month contract, May - August

### **To Apply**

Please submit your resume and cover letter to [careers@livestockwaterrecycling.com](mailto:careers@livestockwaterrecycling.com)

- Please include the position name in the subject line of your email
- First contact to selected applicants will be made my email

Thank you for considering LWR in your career search. We thank all applicants for the time taken to complete a job application, but only those selected will be contacted.

### **Additional Information:**

*Please note, applicants must have valid authorization to work in Canada with no restrictions. Accommodation for applicants with disabilities is available on request. Please reach out to the email address supplied in the ad.*