

Job Description - Material Handler (“ Water Spider”)

Title:

Water Spider (know as Mizusumashi (pronounce as “me zoo sue mah she) in Lean Manufacturing Terms).

Summary:

The “Water Spider” is a lean manufacturing term referring to a person in a warehouse or production environment who is tasked with keeping work stations fully stocked and kitted up with the required materials according to a job traveller, thus controlling the continuous flow of productivity. Responsible for adherence to quality control measures and standards of materials as they move through work stations via job travellers.

The “Water Spider” position is a fast paced, mission critical, key position that impacts manufacturing productivity. The water spider must be intimately knowledgeable in all of the processes, materials and tools they manage. On a regular rotation the water spider travels from workstation to workstation, constantly checking in. Assurance that the production schedule continues to flow and at all times without interruption to ensure daily on-time targets and delivery expectations are met.

Forensic inventory management skills are essential to the success of the “Water Spider”. The “Water Spider” is responsible for the full cycle of inventory management; back door receipt, racking location assignments, material labelling, database updates, assignment of inventory to job traveller, material quality control during cycle time at work stations, receipt of inventory for completed job travellers, cycle counts, year end inventory. Works closely with procurement, engineering, lead hands and plant manager.

The “Water Spider” is a mission critical, key position within the manufacturing environment.

Job Responsibilities:

Lean

- Ability to learn and participate in lean manufacturing training
- Support, implement and maintain lean manufacturing practices
- Assist in 5S and lean activities as required
- Identify and assist in process improvement measures

Water Spider (Production)

- Places the needs of the production team at the highest priority
- Based on production requirements / scheduling forecast (determined by Plant Manager) create production jobs in Mysis as required; assignment of workstation and material
- Ensure that all necessary jobs travellers are printed and at proper workstation, prioritized
- Based on job travellers, issue and distribute raw materials, WIP, products, parts, and supplies to appropriate workstations, ensure kitted material is ready to go, work is lined up

- Make sure everyone has work and that it is being done in the proper production sequence schedule for the day
- Ensure job traveller QC is completed on parts before job moves to the next workstation, if there is a QC issue it is dealt with prior to moving to the next workstation
- As needed, continuously monitor job travellers and replenish material at workstations (FIFO)
- Ensure that JIT is happening—just the right amount of materials and supplies at the right time in the right place
- Responsible for continuous scheduling and providing the materials to workstations in a timely and most efficient manner so that employees can remain at their workstations and focus on their tasks at hand, the least amount of disruption as possible
- Manage the job workflow and timeline requirements for product to move to various workstations and departments
- Monitor job travellers, inventory updates entered into MySis software for quantities of parts issued, completed and transferred between locations, inventory and cycle count adjustments
- Verify inventory computations by comparing them to physical counts of stock and investigate discrepancies and / or adjust errors (stock adjustments)

Material Handling

- Maintain manufacturing material inventory (working closely with Procurement)
- Unload trucks and sign for shipments
- Verify the physical receipt of goods (items and quality) against vendor packing slip, compare against PO, note discrepancies with Procurement
- Upon receipt of goods ensure proper “storage care” is completed; spray with rust inhibitor, cover, etc,
- Determine proper, safe storage methods, identification, and stock location based on turnover, BOM, environmental factors, and physical capabilities of facilities; sort, skid, label and shelf raw material
- Own the inventory racking
- Move material to staging and production areas as per job travellers, kitting
- Retrieve and organize totes, pallets, carts, etc. as required
- Count, inspect and prepare all parts to go out to subcontractor; example chrome plating
- Troubleshoot and expedite the solution to any material availability problems with planner/scheduler and Plant Manager
- Fiscal Year End Inventory; Production Department and assist with Assembly Department
- General Forklift operations as required

General Receiving

- Separate incoming packages between production, assembly and office, and deliver to appropriate person
- Production packages; inspect against packing slip, receive to the PO book and deliver to appropriate person
- Deliver all incoming packing slips to Procurement

Quality Control

- Ensure “first offs” and scheduled batch QC checks are completed by workstation Leads
- Ensure job traveller QC is completed before job moves to the next workstation
- Keep track of any NCR's (non conforming) material/parts both incoming / outgoing

- Qualify “rework”; sort / determine minor rework vs scrap
- Examine and inspect material / products for wear or defects, reporting any damage
- Keep records on the use and/or damage of stock or stock handling equipment

Desired Competencies:

- Diligent
- Decisive
- Accurate
- Organized
- Reliable
- Strategic thinker
- Hard working
- Able to work in physically demanding environment
- Keen attention to detail
- Quick to learn
- Good memory skills
- Logical and practical approach
- Positive contributor to team attitude and corporate culture with alignment to core purpose and brand promise

Requirements: Skill & Experience

- 3 + years Material Handling experience
- Forklift License and/or experience
- Ability to lift objects up to 50 lbs
- High School Diploma, GED or equivalent
- Post Secondary Education an asset
- Experience with Lean Manufacturing processes an asset
- Understand basic manufacturing process and how supply inventory control interacts with upstream and downstream functions
- Good computer skills and ability to query, monitor and input MRP system data
- Able to work with multiple priorities and people
- Ability to professionally communicate and work with others
- Technical abilities
- Requires good manual dexterity
- Excellent stamina is required

- Basic math skills
- Effective communication skills, English; verbal and written
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Work Conditions:

- Team Culture; Core Purpose and Core Value driven culture
- Physically demanding; standing for long periods of time
- Must be able to lift, push, pull or carry objects
- Use of Personal Protection Equipment where applicable, will be required (ear protection, respirator, safety eyewear, safety footwear)
- Regularly works near moving mechanical parts
- Work in conditions of heat, humidity, dust, noise, repetitive tasks and hazards associated with a machine shop

Compensation:

- Paid Statutory Holidays, 9 Days
- Paid Vacation, 3 weeks
- Paid HealthCraft Days
- Paid HealthCraft Sick Days, 3 days
- Competitive salary
- Employee Benefit Program; Health, Dental, LTD, Life Insurance
- HealthCraft Corporate/Culture Perks; Donut Days, BBQ's, Pancake Breakfasts, Pizza Lunches, Team Spirit Activities, Learning/Training Opportunities
- Hourly Wage \$22.00 - \$25.00 per hour (depending on experience)

About HealthCraft:

“HealthCraft Products is an Ottawa based company that specializes in innovative home safety equipment. Established in 1994, HealthCraft designs and manufactures equipment that is inspired by the occupations of our three founders: a medical equipment retailer, an engineer, and an occupational therapist. This means our products are easy to use and install, adaptable, and highly conscious of how the human body moves. For more information about our products and how we help people continue to live independently in their homes, please visit www.healthcraftproducts.com”

HealthCraft Core Purpose: Making Safety Better.

HealthCraft Brand Promise: The highest standard of design, innovation, function and quality.

HealthCraft Core Values:

New Day. New Ideas. It takes effort and persistence to improve every day, and it can be done. We are here to support your success.

Keep Giving. Keep Growing. Take time every day to help someone out. It won't go unnoticed.

Small Detail. Big Impact. The smallest detail can make the biggest difference. No matter what you're working on, finish strong.

Say Hello. And Then Some. People deserve the same attention as their work. Check-in with your team. Show them you care. See the difference it makes.

