

Position: Wood Products Production Foreperson, Regina

Employment type: Permanent, Full-time

Closing date: February 15, 2012

Duties and responsibilities:

Reporting to the Senior Supervisor, the Production Foreperson will ensure the well-being of area clients and the safe and efficient operation of the Wood Products Department. Duties include:

- Training and supervision of adults with physical and/or cognitive disabilities
- Producing crates, pallets, stakes & lath and Stinger Ringette sticks
- Ensuring Occupational Health & Safety Standards are maintained
- Maintaining and operating production equipment, forklift and flatbed truck (standard transmission)
- Following established processes and procedures to ensure product quality, production efficiency and adequate inventory levels
- Shipping and receiving materials.
- Assisting walk-in customers
- Assisting with inventory counts.
- Other duties as assigned by Supervisor or Senior Supervisor.

Qualifications:

- Grade 12 Diploma or equivalent education
- Valid Driver's License (required)
- Disability Support Worker or Rehabilitation Worker Certificate would be an asset
- Valid 1st Aid/CPR certification and Forklift Certification would be an asset
- 12 months industrial, mechanical and/or woodworking experience.
- Ability to interact effectively and appropriately with people with disabilities.
- Strong organizational math and communications skills.
- Experience operating a variety of woodworking equipment including a forklift.

The final candidates are required to provide satisfactory police record checks

Compensation: Pay Class 12 (\$2,407 per month)

Submit applications complete with resume and references to:

Mail: Colleen Courtney, Operations Manager, Regina Branch
Saskatchewan Abilities Council
825 McDonald Street, Regina, SK, S4N 2X5

Phone: (306) 569-9048

Fax: (306) 352-3717

Email: careers@abilitiescouncil.sk.ca (please include all documentation in a single attachment)

For position-specific questions, please contact the above.

We believe in workplace diversity and encourage applications from women, Aboriginal people, persons with disabilities and members of visible minorities.