



Item: Economic Development Grant for ADF International Inc., from the Big Sky Trust in the amount of \$832,500 and designate Great Falls Development Authority as Sub Recipient

From: Jennifer Reichelt – Deputy City Manager

Initiated By: Great Falls Development Authority

Presented By: Jennifer Reichelt – Deputy City Manager

Action Requested: Authorize submission of a grant to the Big Sky Trust Fund in the amount of \$832,500 and designate Great Falls Development Authority as Sub Recipient.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission authorize submittal of a grant to the Montana Department of Commerce for \$832,500 from the Big Sky Trust Fund (BSTF) and designate the Great Fall Development Authority as the sub-recipient if the grant is awarded.”

2. Mayor calls for a second, discussion, public comment, and calls the vote.

Staff Recommendation: Approve the grant submittal and designate Great Falls Development Authority as the sub-recipient.

Background: The Great Falls Development Authority (GFDA) has been working with ADF International Inc., to locate a steel fabrication plant in Great Falls. Based in Montreal, Canada, ADF Group Inc., is a North American leader in the design and engineering of connections, fabrication and installation of complex steel structures, heavy steel built-ups, as well as in miscellaneous and architectural metals for the non-residential construction industry.

ADF plans on constructing a 100,000 square foot steel fabrication complex on 100 acres of industrial land located at the corner of US 87 and Great Bear Avenue. The total project cost is estimated at \$24 million. ADF anticipates being operational by the second half of 2013.

Once fully developed, ADF will be creating 300 new jobs. Within the first six to twenty-four months, ADF will be hiring and training 100-150 employees, with 300 being on board and

trained by the end of the third year of operations. Wages for plant employees are estimated to be between \$16-\$20 an hour and office personnel salaries are \$30,000 and higher. Their projected annual payroll for years one through three will exceed five million dollars. ADF has been working closely with Great Falls College – MSU to develop a training program for welders and fitters.

The project is eligible for a Montana Department of Commerce Big Sky Trust Fund grant in the amount of \$832,500. The grant will be used to offset the construction costs of the facility. GFDA is not an eligible entity to receive the grant directly but can be designated by the City as a sub-recipient. GFDA will receive \$41,625 to cover the expenses associated with submitting and administrating the grant.

Fiscal Impact: None. If awarded, the City will pass the funds on to GFDA, the designated sub-recipient.

Attachments/Exhibits:

- 1) Application Form Big Sky Trust Fund
- 2) Business Plan
- 3) Management Plan

APPENDIX A: APPLICATION FORM – ECONOMIC DEVELOPMENT PROJECTS

MONTANA DEPARTMENT OF COMMERCE BIG SKY ECONOMIC DEVELOPMENT TRUST FUND (BSTF) CATEGORY I: ECONOMIC DEVELOPMENT JOB CREATION PROJECT

Please reference the Application Guidelines for a complete explanation of required application information. Requirements:

- *Submit 3 original copies (3-hole punched, not spiral bound or double-sided) and*
- *1 electronic copy of the application sent via CD or e-mailed to docbstf@mt.gov*

I. APPLICANT INFORMATION – LOCAL/TRIBAL GOVERNMENT	
Name of Local/Tribal Government Entity	City of Great Falls
Federal Tax ID Number	81-6001269
Chief Elected Official (Full Name & Title)	Michael Winters, Mayor
Contact Person (Full Name & Title)	Greg Doyon, City Manager
Address (Street, City and 9-Digit Zip Code)	PO Box 5021 Great Falls, MT 59403
County	Cascade
Phone Number	406-450-8450
Email Address	gdoyon@greatfallsmt.net
Fax Number	406-727-0005

II. ASSISTED BUSINESS INFORMATION	
Legal Name of Business to Receive Assistance	ADF International Inc.
Address of Project Location	1321 8 th Avenue, Suites 206,207 Great Falls, MT 59401
Contact Person (Full Name & Title)	Jean Paschini, Vice President
Address (Street, City and 9-Digit Zip Code)	3301 NW 168 th Street Miami Gardens, FL 33065
Phone Number	450-965-1911
Email Address	jean.paschini@adfgroup.com
Business North American Industrial Classification System (NAICS) or Standard Industrial Classification (S.I.C.) Code	332111
Business Federal Employer Identification Number (FEIN)	65-0370294
Business Project Status (Startup, Expansion, Relocation, etc.)	Expansion

III. PROJECT SUMMARY INFORMATION	
Total Project Cost (Must match the Sources and Uses form)	\$1,664,000
Type of Assistance Requesting (Grant or Loan)	Grant
Amount of BSTF Funds Requested <small>The maximum total BSTF funding may not exceed \$5,000 per new eligible job for counties <u>not</u> defined as a High-Poverty County or \$7,500 per new eligible job for counties that meet the High-Poverty County</small>	\$832,500

definition. Current poverty map can be found on the program's website at www.bstf.mt.gov	
Total Matching Funds (see Section I – definition of Match) The matching funds must be investment by the local or tribal government and/or the assisted business at the Montana site no earlier than six months before the BSTF award and must be equal to or greater than \$1 of local funds for every \$1 of BSTF (100%) funding received for counties not defined as a High-Poverty County or \$1 of local funds for every \$2 of BSTF funds (50%) for counties that meet the High-Poverty County definition.	\$832,500
Proposed Use of BSTF Funds: Eligible Activities Listed in Section II C. of the Application Guidelines	Building
Total Number of New Jobs to be created	146
Total Number of New BSTF <u>Eligible</u> Jobs to be created.	111
Hourly wage rate for BSTF Eligible Jobs to be created.	>\$16.73

IV. PARTNER ORGANIZATION (IF APPLICABLE)

Economic development organizations may be involved in implementing and administering a project if the eligible applicant agrees to such an arrangement. If a partner organization will be involved in the project, please provide the information in this section.

Contact Person (Full Name & Title)	Jeremiah Johnson, Vice President Marketing
Organization	Great Falls Development Authority
Address (Street, City and 9-Digit Zip Code)	300 Central Ave., 4 th Floor Great Falls, MT 59401
Phone Number	406-771-9029
Email Address	jjohnson@gfdevelopment.org
What are the partner organizations responsibilities relative to completing the proposed project?	Site Development/Financing/Incentives

Contact Person (Full Name & Title)	Lillian Sunwall, Project Manager
Organization	Great Falls Development Authority
Address (Street, City and 9-Digit Zip Code)	300 Central Ave., 4 th Floor Great Falls, MT 59401
Phone Number	406-771-9024
Email Address	lsunwall@gfdevelopment.org

V. PROJECT INFORMATION

Please describe, in detail, the project. Include the following:

- a. *The nature of the proposed project,*
- b. *The nature of the assisted business,*
- c. *For what the BSTF financial assistance would be used (ex: equipment purchase, lease rate reduction etc),*
- d. *Identify the entities involved in completing the proposed project, including management of the project/staffing plan,*
- e. *An implementation plan/timeline for project activities start-up through closeout, and*
- f. *Provide any relevant historical information on this project or the region it would support.*

- a. ***The nature of the proposed project:*** *Steel Fabrication Plant Expansion to serve Western Markets*
- b. ***The nature of the assisted business:*** *Design and Engineering of complex steel superstructures, connections, heavy steel built-ups as well as metalwork for the 5 key segments of the construction market*
- c. ***For what the BSTF financial assistance would be used (ex: equipment purchase, lease rate reduction etc):*** *Equipment Purchase/Building Construction*
- d. ***Identify the entities involved in completing the proposed project, including management of the project/staffing plan:***
 - 1. *ADF International Inc. (Assisted Business)*
 - 2. *Great Falls Development Authority (Sub-Recipient)*
 - Jeremiah Johnson, 3% of total annual time (62 hours annually)*
 - *Lead contact with ADF International*
 - Lillian Sunwall, 5% of total annual time (104 hours annually)*
 - *Grant Management and Reporting*
 - 3. *City of Great Falls (Applicant)*
- e. ***An implementation plan/timeline for project activities start-up through closeout:*** *Goal is to begin construction in the Spring 2013 and begin hiring in Spring 2103 through January 2017*
- f. ***Provide any relevant historical information on this project or the region it would support:*** *ADF International Inc. is a worldwide leader in its field and is looking to establish a plant to serve the Western United States and Canada. They have chosen our location due to geographic advantages, availability of skilled workforce and is an excellent opportunity for our region to diversify its economy.*

Business's Current Employment Level in Montana	2
Business's Current Employment Level at the Project Site	0

Employee Benefits: *Please list benefits and eligibility requirements provided by the assisted business*

Medical Insurance

Life Insurance

401k/ Profit – Sharing (Plant Personnel = 6% of annual net profit)
(Office/Management= 4% of annual net profit)

Paid Vacation – Less than 1 year (1 day per month worked)
1-5 years (2 weeks)
6-10 years (3 weeks)
10+ years (4 weeks)

VI. PROJECT ECONOMIC IMPACT STATEMENT

Please provide a summary of the impacts (both positive and negative) the project would have on the state, regional and community economy as well as any services or functions that the business provides to the community, region or state. Also identify if the business associated with the project is competing with any local or regional existing businesses.

This project would have significant positive impact to the local, regional and state economy. The project diversifies our local economy, brings new high wage jobs to our area and potentially can result in more economic development through support industries and companies.

VII. PROJECT SOURCES & USES OF FUNDS

	SOURCE: BSTF	SOURCE: Match Equity Injection (Cash)	SOURCE:	TOTAL	COMMITTEE APPROVED TOTAL FOR BSTF STAFF USE
Administration (up to 5%)	41,625	41,625		83,250	
ACTIVITY BUDGET					
Building Construction	790,875	790,875		1,580,750	
Land Purchase					
Lease rate Reduction					
Employee Training					
Other:					
TOTAL PROJECT	\$832,500	\$832,500	\$	\$1,664,000	\$

- Provide a total project cost breakdown.

Total project is \$1,664,000. \$790,875 of the award will be utilized for building construction costs. \$41,625 will be utilized for grant administration. Match of \$832,500 will come in the form of ADF International's equity investment in the overall project of an estimated \$24,000,000.

- Provide a narrative, including the source, use and status (on hand, awarded, committed, applied for), of all funds to be utilized in satisfying the program matching funds requirements.

ADF International Inc. is providing 50% of the project costs as an equity injection in the form of cash. Additionally, they are working with several sources of financing which include a bank lender, the Montana Board of Investments and Great Falls Development Authority. All necessary matching funds will come from their cash equity injection.

- Provide a description and documentation detailing how all project costs were verified, specifying how and by whom they were determined (such as who prepared the cost estimates, equipment lists) and describe the reasonableness and completeness of the cost estimates.

All cost estimated have been determined by ADF International and their engineers. They have worked closely with local engineers in Great Falls to help establish costs.

- Provide written commitments to make the investments (match) as described. The commitment should be from the local or tribal government and/or the assisted business.

ADF International is making an estimated \$12,000,000 equity injection into the \$24,000,000 project. Match for the Big Sky Trust Fund Grant will come from the equity injection.

The Department will withhold ten percent (10%) of the total authorized award amount for administration, until all tasks outlined in the contract have been completed and approved by the Department.

VIII. CERTIFICATION BY LOCAL GOVERNMENT AND BUSINESS

As the responsible authorized agents of *City of Great Falls* and *ADF International Inc.* we hereby submit this Big Sky Economic Development Trust Fund Application.

The information presented in this application is, to the best of our knowledge, true, complete and accurately represents the proposed project. We understand that additional information and documentation may be required. In addition, we understand that the local or tribal government applicant and the assisted business receiving BSTF financial assistance are liable for the full amount of the award that is advanced by the Department if the assisted business: fails to create or maintain the number of net new eligible jobs as specified in the executed contract and assistance agreement, fails to inject the required amount of match into the project as specified in the executed contract and assistance agreement, or ceases operations at the Project Site.

The Applicant designates Jeremiah Johnson (406-771-9029) as the authorized contact for any additional Department requests for the release of additional information regarding this application for BSTF funds.

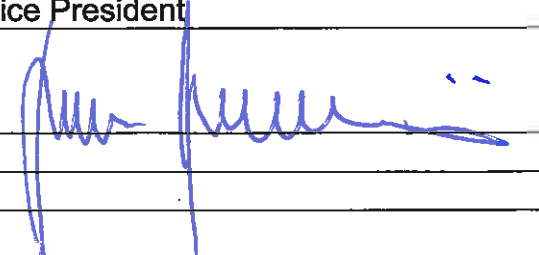
City of Great Falls will accept responsibility for management of the project and compliance with Big Sky Economic Development Trust Fund regulations.

ADF International Inc. will accept responsibility for compliance with applicable Big Sky Economic Development Trust Fund regulations as specified in this application.

Name (typed): Gregory T. Doyon
Title (typed): City Manager City of Great Falls

Signature: X
Date: _____

Name (typed): Jean Paschini Assisted Business
Title (typed): Vice President ADF International Inc.

Signature: X 
Date: _____

ADF International Inc. Fabrication Plant Expansion – Great Falls, MT Phase I – Business Plan

Basic Understanding of the Business

ADF Group Inc. is a North American leader in the design and engineering of connections, fabrication and installation of complex steel superstructures, heavy steel built-ups, as well as miscellaneous and architectural metalwork for the five key segments of the non-residential construction market.

ADF International Inc. is recognized for its engineering expertise, project management, capacity and skills in specialized market niches:

- Fabrication of steel superstructures with a high level of architectural and geometric complexity; and
- Projects subject to fast track schedules

History of the Business

ADF began its operations in 1956 as a blacksmith shop named "Au Dragon Forgé", founded and operated by Jacques Paschini, whose children, Jean, Pierre and Marise Paschini, became the principal shareholders and officers of the Company in the early 1980's.

Under their leadership, ADF refocused its activities on the production of structural steel for the non-residential construction industry in Quebec and Ontario.



One of the first street signs of the blacksmith shop



Au Dragon Forgé's old facilities in Ste. Rose, Laval



Jacques (Giacomo) Paschini, founder of the Company

ADF started expanding its activities in the U.S.A., where the structural steel market was growing. As a result, ADF obtained larger contracts, mostly in the commercial and recreational sectors.



*Walt Disney Boardwalk
(Orlando, FL, U.S.A.)*



*Reedy Creek Sports Complex
(Kissimmee, FL, U.S.A.)*



*American Indian Museum
(Suitland, MD, U.S.A.)*

In April 1997, the Company moved its main production operations to a new plant in Terrebonne, Quebec, which maximized the utilization of high-technology, computerized and fully automated production lines



Head office and new fabrication plant in Terrebonne (1997)



*Henry B. Gonzalez
Convention Center
(San Antonio, TX, U.S.A.)*



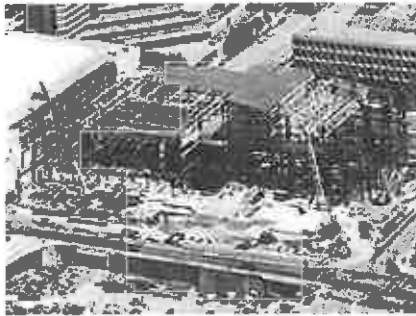
*Alcan Smelter Plant
(Alma, Quebec, Canada)*



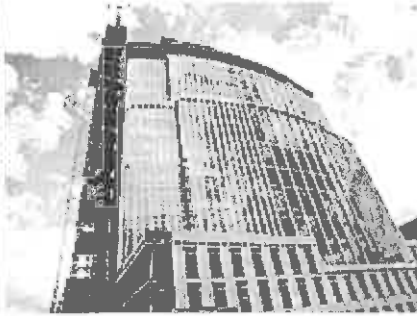
*Ravens NFL Stadium
(Baltimore, MD, U.S.A.)*

In July 1999, ADF became a public company which shares are traded on the Toronto Stock Exchange (Ticket symbol: DRX).





*Memphis Cook Convention Center
(Memphis, TN, U.S.A.)*



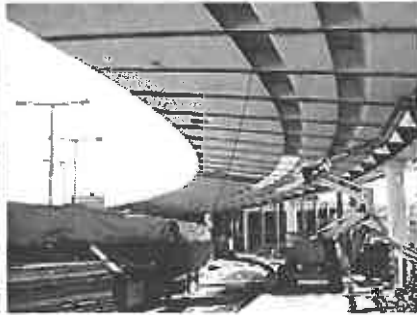
*U.S. Federal Courthouse
(New York, NY, U.S.A.)*



*Ultramar Refinery
(St. Romuald, Quebec, Canada)*



*Goldman Sachs Head Office
(New York, NY, U.S.A.)*



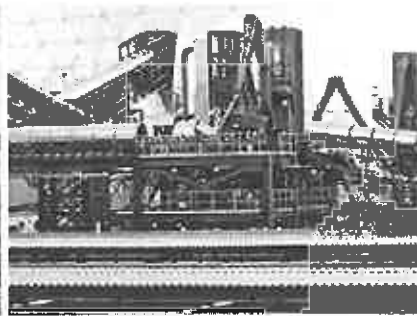
*O'Hare International Airport Canopy
(Chicago, IL, U.S.A.)*



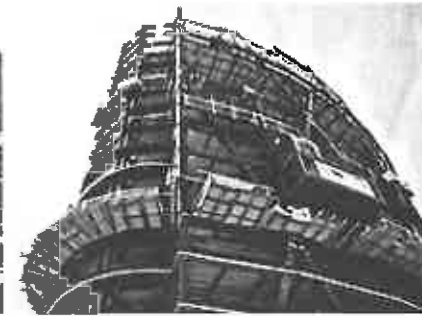
*Passenger Automated Transport
L.B. Pearson (Toronto, Ontario, Canada)*



*New World Symphony
America's Orchestral Academy
(Miami Beach, FL, U.S.A.)*



*Holcim Cement Plant
(Ste. Genevieve, MO, U.S.A.)*



*EnCana Tower (The Bow)
(Calgary, Alberta, Canada)*

One World Trade Center

WTC Transportation Hub



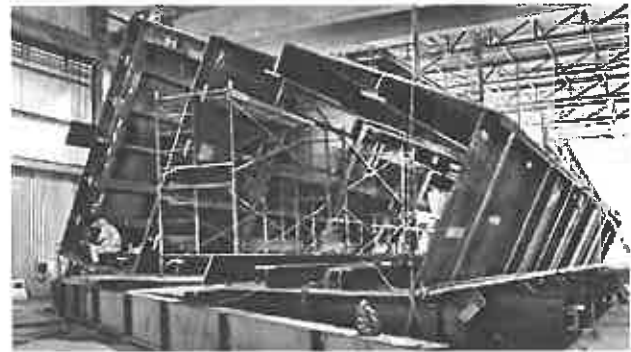
*One of the corner nodes near the 20th floor
(New York, NY, U.S.A.)*



*Hub complex steel component
(New York, NY, U.S.A.)*



*Trial-assembly of an oversized steel truss of the tower
(New York, NY, U.S.A.)*



*Trial-assembly of the East Box Girder
(New York, NY, U.S.A.)*

After doubling the size of the fabrication plant in 2000 by adding new fabrication and storage bays, the Company invested, in 2007-2008, in the refitting of one of its storage bays into a new fabrication bay (the fifth one), and in purchasing the latest-generation equipment and CNC machines, increasing the fabrication capacity to more than 100,000 tons per year.



Airports, high-rises, industrial complexes, performing arts centers and sports complexes are just a few of the contracts the Company completed during this period.

ADF is also awarded some of its most complex engineering and fabrication contracts ever, those related to the reconstruction of the World Trade Center site: the One World Trade Center tower

and its antenna, the 4 World Trade Center tower, and the WTC Transportation Hub, in New York.

One World Trade Center



*One of the corner nodes near the 20th floor
(New York, NY, U.S.A.)*

WTC Transportation Hub



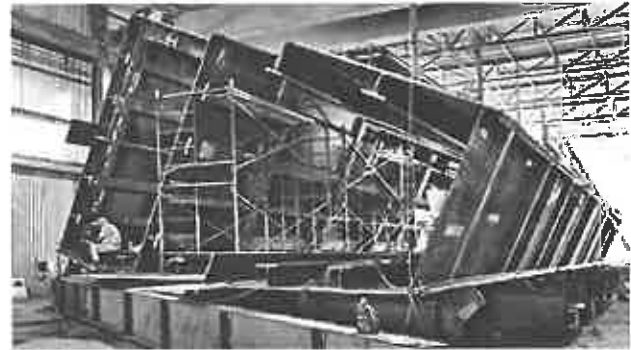
*Hub complex steel component
(New York, NY, U.S.A.)*

4 World Trade Center



*Trial-assembly of an oversized steel truss of the tower
(New York, NY, U.S.A.)*

WTC Transportation Hub



*Trial-assembly of the East Box Girder
(New York, NY, U.S.A.)*

The Company is currently working on completing the fabrication of the World Trade Center components which are extremely complex steel structures in New York City. This project consists of heavy build-up steel components and trial-assemblies and is of remarkable dimension.

ADF continues strengthening its position as a North American leader in structural steel, and developing the overseas market by entering into strategic alliances with major engineering firms and steel fabricators who have a continued presence on the international scene.

Products/Services Offered

Fabrication

Structural steel fabrication is ADF's most important activity. Since its foundation, the Company has participated in the construction of all types of structural steel buildings, from simple to very complex, completing over 200 projects, covering pedestrian bridges to twin-tower high-rises.

Structural steel projects are often a mix of standard steel structures/components, complex and heavy steel components and miscellaneous/architectural metals, their proportion varying for each project.



Standard/simple steel components



Complex and heavy built-up steel components
Column of the EnCana building, in Calgary



Miscellaneous and architectural metals
Balconies and steel/glass atrium of the Carnival Performing Arts Center, in Miami

Engineering

ADF provides its clients with excellent engineering services centered on structural and connection engineering. The engineering team cumulates over 40 years of experience in all types of structural and architectural steel projects: from airports to bridges, stadiums to high-rises, 200-ton projects to 23,000-ton steel superstructures.

Pro-activity

ADF's success in structural steel projects relies on its proactive approach in the very first phases of a project. The Company's engineers team up with the owner, the general contractor, the architect and the structural engineer in order to:

- Open a channel of communication which will ensure a continuous exchange of information between all parties.
- Rapidly set up a method to solve difficulties and problems before they appear.
- Identify the most complex sections of a project and the engineering challenges they might offer.
- Rapidly develop alternate engineering solutions to meet the project's complexity.

Innovation and efficiency

Engineering solutions proposed by ADF's engineers are essentially innovative, dynamic and cost-efficient. Each complex steel structure presents various engineering challenges which can be resolved through many different solutions. ADF's engineering team develops optimal solutions that:

- Allow to address efficiently the engineering and fabrication challenges.
- Favor tested and productive fabrication processes while..
- Take into account transportation means and installation schedules.
- Focus on saving time and/or money for its clients.

Market Size and Potential

Market Development and Size:

ADF International Inc. does business with several of the largest North American general contractors and world-class engineering firms. These clients appreciate ADF's know-how, quality products and reliability of services, as well as its swift execution and respect of deadlines.

Hence, repeat business plays an important role in ADF's project log, as more projects are awarded to the company by clients for whom ADF has been a partner on previous contracts. It allows ADF to do business with clients who understand, recognize and value the company's skills.

Currently, ADF International Inc. is developing the Western Canadian market as well as the Western and Southwestern United States. The proposed location in Great Falls, MT would be an integral component of this strategy. We are currently pursuing contracts in Alberta and Saskatchewan and will continue to aggressively pursue these regions. There is great opportunity in the Industrial, Commercial and Public Infrastructures sectors in Western Canada which has been buoyed by the expansion of gas, oil sands and potash industries. There is also strong growth in infrastructure needs in the Western and Southwestern United States which we also are pursuing.

International Markets:

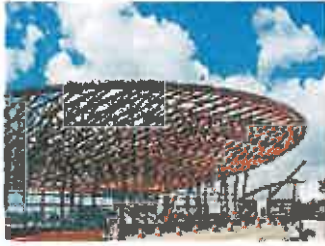
ADF International Inc. also serves the International Market and has completed many projects in North Africa, the Caribbean and South America, including airport facilities, commercial and industrial projects, such as:



Boeing 747 Maintenance Hangar for Air Algeria (Algiers, Algeria, North Africa)



Pier Steel Structure (Port of San Juan, Puerto Rico)



Luis Muñoz Marín International Airport (San Juan, Puerto Rico)



**Atlantis Casino , Phase II
(Paradise Island, Bahamas)**



**Antamina Mine
(Peru, South America)**



**Seaport Facilities
(Aruba, Caribbean)**

Management Resumes of Principals for ADF International Inc.

On Following Pages:

- Jean Paschini, Vice President
- Pierre Paschini, President and Chief Operating Officer
- Jean-Francois Bourier, CA, Chief Financial Officer
- Carolyn (Hanson) Carbonneau, Vice President, Engineering and Operations
- Marise Paschini, Executive Vice President, Treasurer and Corporate Secretary

Jean Paschini

CAREER HISTORY

- 1979 – Present **ADF GROUP INC.**
Terrebonne, Quebec, Canada
Company specialized in the design, engineering, fabrication and installation of large-scale, fast track and complex steel structures and heavy built-up components and related architectural and miscellaneous metal work.
- 1997 to present **Chairman of the Board of Directors and
Chief Executive Officer**
- 1979 – 1997 **Vice-President, Operations**

EDUCATION

Montreal Technical Institute
Montreal, Quebec, Canada
Industrial, commercial construction and production plant management techniques

Aviron Technical Institute
Montreal, Quebec, Canada
Technical drawings

CONTINUING EDUCATION - SEMINARS FOR EXECUTIVE

- Quality control
- Cost control
- Budget planning
- Project management process
- Management by objectives

PROFESSIONAL ASSOCIATIONS

- *American Institute of Steel Construction (AISC)*
- *Canadian Welding Bureau (CWB)*

Pierre Paschini, P. Eng.

CAREER HISTORY

1979 - present

ADF GROUP INC.

Terrebonne, Quebec, Canada

Company specialized in the design, engineering, fabrication and installation of large-scale, fast track and complex steel structures and heavy built-up components and related architectural and miscellaneous metal work.

President and Chief Operating Officer

EDUCATION

Concordia University

Montreal, Quebec, Canada

1980 Bachelor in Civil Engineering

Dawson College

Montreal, Quebec, Canada

1976 Pure and Applied Science Graduate

CONTINUING EDUCATION

Canadian Institute of Steel Construction (CISC)

- Calculation of Steel Structures

PROFESSIONAL ENGINEERING LICENSES

- *Association of Professional Engineers of Quebec (since 1980)*
- *Association of Professional Engineers of Ontario (since 1993)*

PROFESSIONAL ASSOCIATIONS

- *Canadian Welding Bureau (CWB)*
- *American Welding Society (AWS)*
- *American Institute of Steel Construction (AISC)*

Jean-François Boursier, CA

CAREER HISTORY

- Since 2010 **ADF GROUP INC.**
Terrebonne (Quebec), Canada
Chief Financial Officer
- 2005–2010 **HÉROUX-DEVTEK INC.**
Longueuil (Quebec), Canada
Corporate Controller
- 1989–2005 **ST. LAWRENCE CEMENT/HOLCIM CANADA**
Ville Mont-Royal (Quebec), Canada
Corporate Controller (2000-2005)
Corporate Director, IT (2000)
Regional Controller (1998-2000)
Plant Controller (1996-1998)
Financial Analyst (1990-1996)
Internal Auditor (1989-1990)
- 1986–1989 **RAYMOND, CHABOT MARTIN, PARÉ**
Montreal (Quebec), Canada
External Auditor

EDUCATION

- Université du Québec à Montréal
Montreal (Quebec), Canada
1985 Bachelors in Commerce - Accounting

PROFESSIONAL ASSOCIATIONS

- Member of « l'ordre des Comptables Agréés du Québec » since 1989

Carolyn (Hanson) Carbonneau, M. Eng.

CAREER HISTORY

- 1994 – Present **ADF GROUP INC.**
Terrebonne, Quebec, Canada
- 2007 to present Vice-President, Engineering and Operations
- 1999 – 2007 Vice-President, Engineering
- 1994 – 1999 Senior Project Manager
- 1992 – 1994 **O'DONNELL, NACCARATO & MIGNOGNA**
West Palm Beach, Florida, U.S.A.

Structural and Project Engineer
- 1991 – 1992 **MICHAEL B. SCHORAH & ASSOCIATES**
West Palm Beach, Florida, U.S.A.

Project Engineer
- 1988 – 1991 **QUINN DRESSEL ASSOCIATES**
Montreal, Quebec, Canada

Analysis and Design Engineer

EDUCATION

McGill University

Montreal (Quebec) Canada

- 1991 Masters in Civil Engineering (Structural)
1987 Bachelors in Civil Engineering (Faculty Scholar)

PROFESSIONAL ENGINEERING LICENSES

- *Professional Engineering licenses in 26 states in the U.S.A*
- *National Council of Examiners for Engineering and Surveying (NCEES)*
- *Quebec Order of Engineers*

PROFESSIONAL ASSOCIATIONS

- *American Welding Society (AWS)*
- *American Institute of Steel Construction (AISC)*
- *ASM International Inc.*

Marise Paschini

CAREER HISTORY

Since 1979

ADF GROUP INC.

Terrebonne, Quebec, Canada

Company specialized in the design, engineering, fabrication and installation of large-scale, fast track and complex steel structures and heavy built-up components and related architectural and miscellaneous metal work.

**Executive Vice-President,
Treasurer and Corporate Secretary**

1973 – 1979

AU DRAGON FORGÉ INC.

Ste. Rose, Laval (Quebec), Canada

Former subsidiary regrouped under the parent Company ADF Group Inc.

In charge of Accounting Department

EDUCATION

Paul-Emile Dufresne College

Montreal, Quebec, Canada

Commercial studies - Accounting

CONTINUING EDUCATION

Lionel-Groulx College

Ste. Therese, Quebec, Canada

- Law and Management

ADF GROUP'S EXPANSION PROJECT

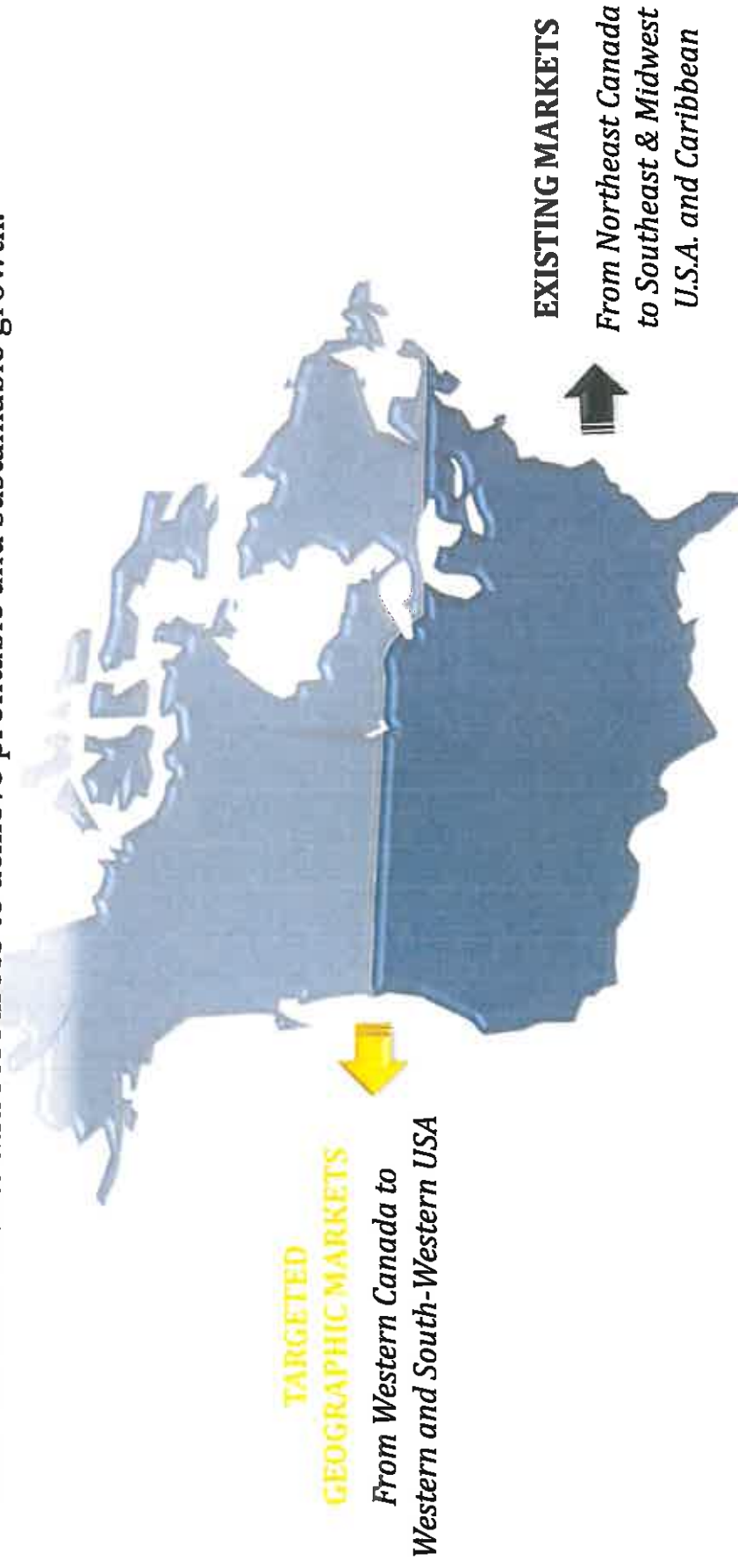
ADF Group Inc. Headquarters
Terrebonne, Quebec, Canada

October 30, 2012



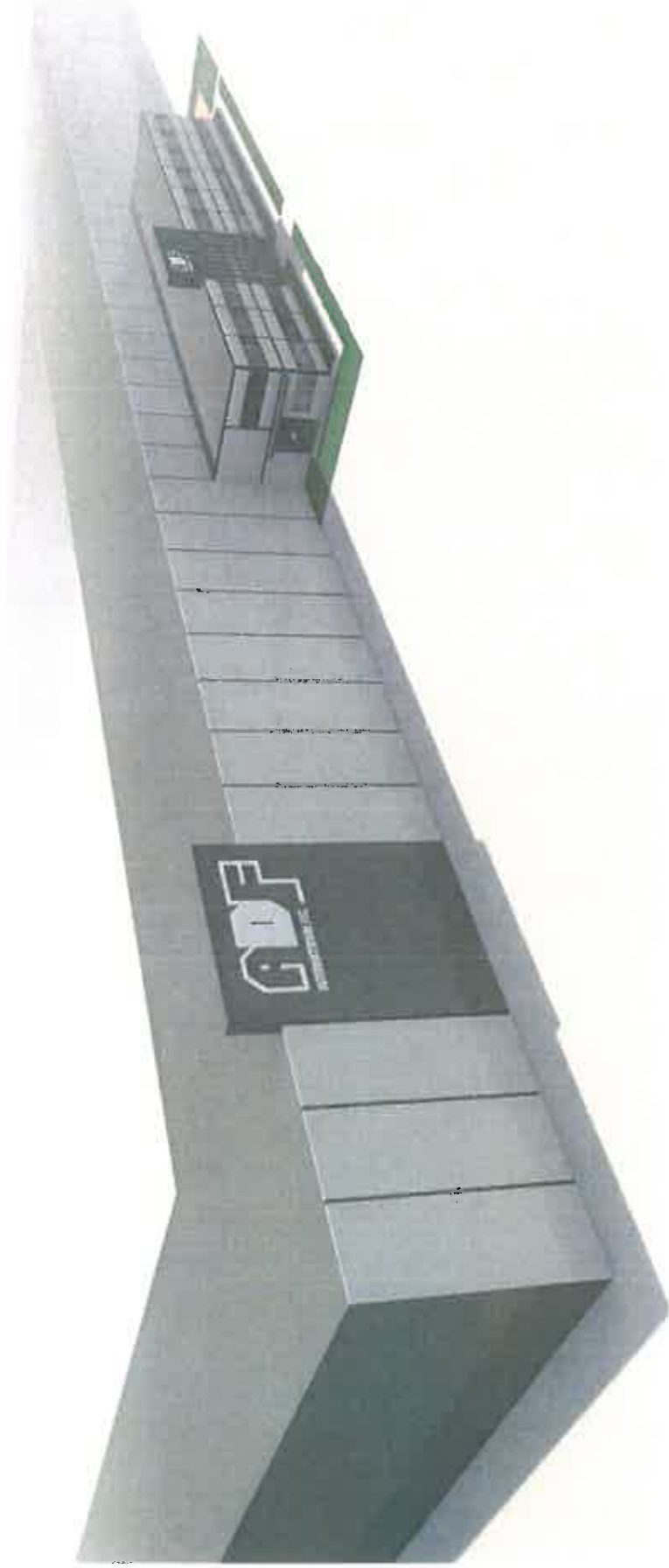
A North American Leader
With Over 55 Years
of Industry Experience

- Continue strengthening ADF's foothold within its existing markets.
- Growing the business by tapping into new key market segments, in particular, the Canadian oil and gas industry and the U.S. public infrastructures, both very active markets for years to come.
- Unite the best talents and resources to achieve profitable and sustainable growth.



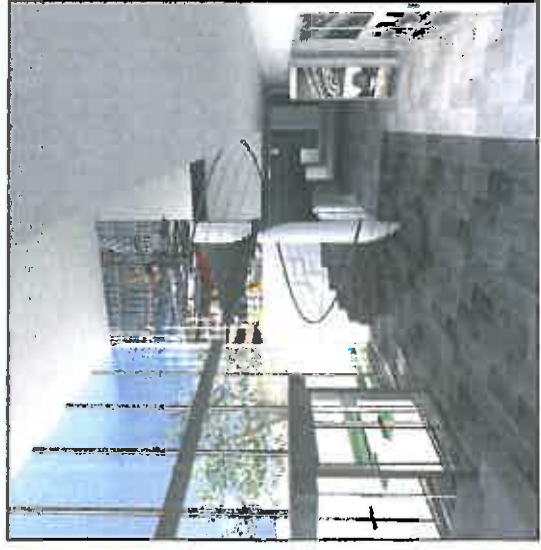
— Under the banner of its U.S. subsidiary, *ADF International Inc.*, ADF Group Inc. to build a

**NEW STATE-OF-THE-ART FABRICATION COMPLEX
IN GREAT FALLS, MONTANA**



Key Reasons ADF Choose the City of Great Falls

- Strategic location to compete in targeted market segments and for ADF's future growth
- Access to a skilled and competitive labor force
- Attractive investment incentives
- Professional, dedicated and motivated people at the municipal and state levels
- Availability of custom training programs offered by MSU



— Fabrication plant to be built on a 100,000 acres lot situated on Highway 87



PHASE 1
Construction of a **100,000 ft²** complex and an adjacent assembly yard

Annual fabrication capacity

- 25,000 tons

Activities

- Fabrication of conventional structural steel/components
- Fabrication/assembly of bin modules

Breaking ground

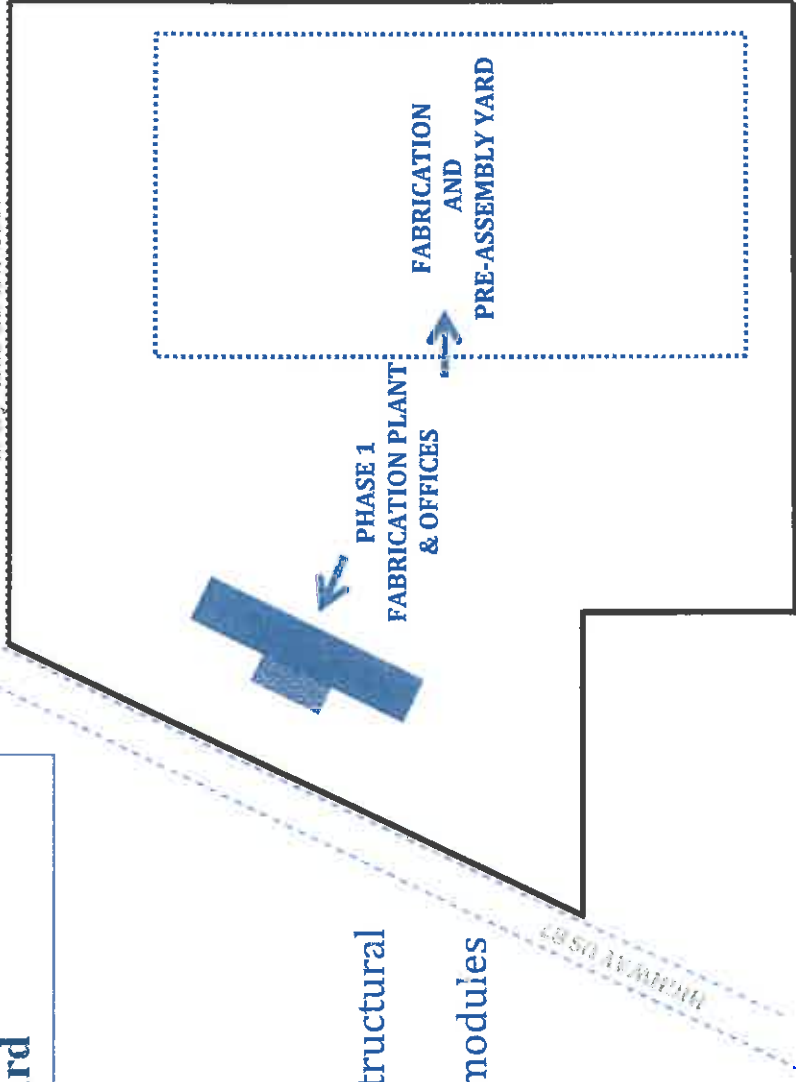
- First quarter of 2013

Commissioning

- September 2013



Highway Road on Hwy US87



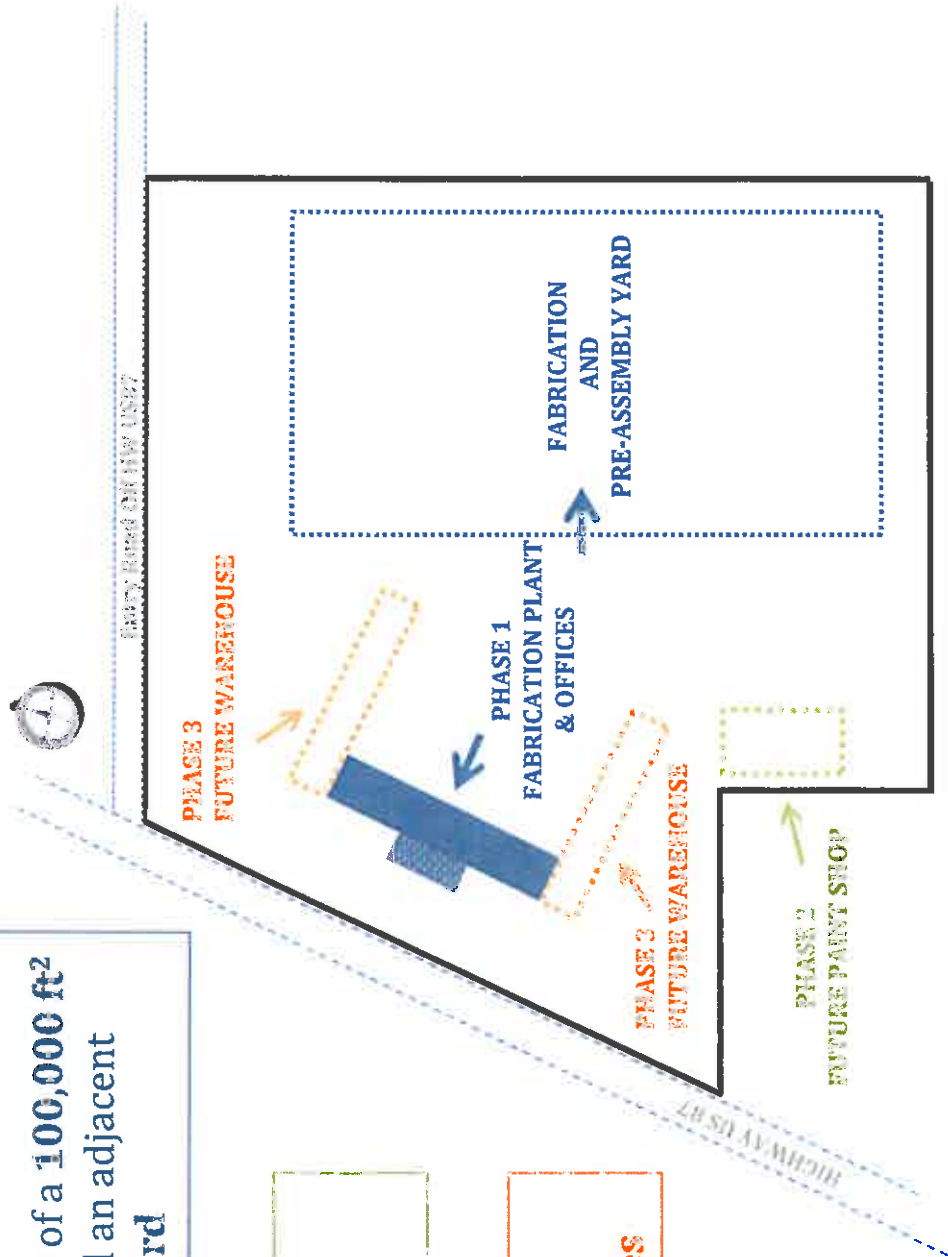
— Fabrication plant to be built on a 100,000 acres lot situated on Highway 87



PHASE 1
Construction of a **100,000 ft²**
complex and an adjacent
assembly yard

PHASE 2
56,000 ft² Paint Shop

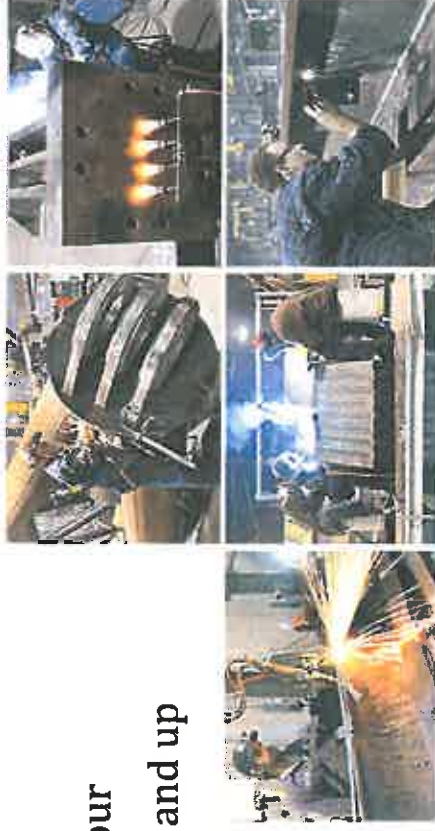
PHASE 3
Two 54,000 ft² Warehouses



Bringing New Jobs to Great Falls

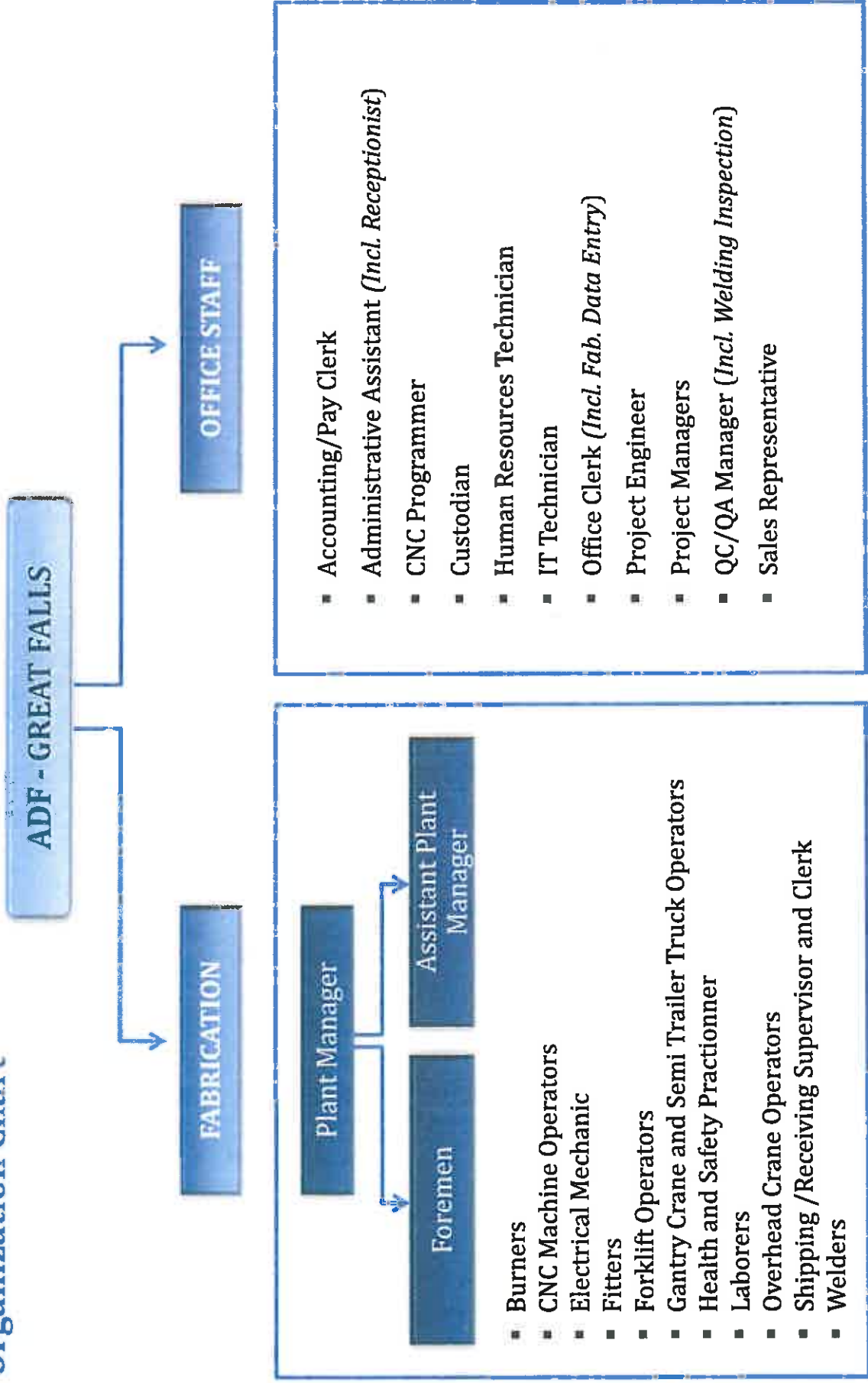
Mobilize talents and resources to achieve profitable and sustainable growth for ADF Group Inc., the City of Great Falls and the Great State of Montana.

- ADF Group currently employs 250 people on a full-time basis in its Terrebonne facilities, Florida offices and on construction sites.
- ADF's new fabrication complex will create hundreds of new jobs
 - Full-Time and Well-Paid Employments
 - ✓ Plant employee wage: Up to **\$20.00** per hour
 - ✓ Office personnel annual salaries: **\$30,000** and up
 - Competitive fringe benefits program
 - Profit-sharing program for all employees



- **Health & Safety** is ADF's top priority. We are committed to providing all of our staff a safe work environment and safe work conditions.
- We are committed to invest in the **training** of our personnel to ensure they maintain and develop the skills that are need to fulfill their duties, and to get access to promotion opportunities.

Organization Chart



Refer to ADF's Job Descriptions

We are Happy
to Call **GREAT FALLS**
Home to Our
New Fabrication Complex



Mr. Giacomo Paschini
Founder of ADF Group Inc.

ADF GROUP INC.

Corporate Head Office and Fabrication Plant

300 Henry-Bessemer Street
Terrebonne, Quebec, Canada J6Y 1T3

Tel.: 450-965-1911 | Fax : 450-965-8558 | infos@adfgroup.com

CONSOLIDATED STATEMENTS OF FINANCIAL POSITION

As at	January 31, 2012	January 31, 2011	February 1, 2010
(In thousands of Canadian dollars)	\$	\$	\$
ASSETS			
Current assets			
Cash and cash equivalents (Note 23)	18,976	18,677	5,770
Short-term investments (Note 6)	5,562	2,787	11,652
Accounts receivable (Note 7)	14,189	22,215	13,421
Holdbacks on contracts (Note 17)	5,082	167	2,692
Work in progress (Note 17)	5,263	403	1,574
Inventories (Note 8)	3,613	3,865	3,093
Income tax assets	—	—	442
Prepaid expenses and other current assets	782	985	2,299
Derivative financial instruments (Note 28)	—	741	832
Total current assets	53,467	49,840	41,775
Non-current assets			
Holdbacks on contracts (Note 17)	—	3,562	1,297
Property, plant and equipment (Note 9)	45,089	46,871	47,438
Intangible assets (Note 10)	2,618	2,601	2,590
Other non-current assets (Note 11)	2,796	2,852	2,312
Deferred income tax assets (Note 21)	4,549	6,960	11,569
Total assets	108,519	112,686	106,981
LIABILITIES			
Current liabilities			
Accounts payable and other current liabilities (Note 13)	5,551	5,365	5,649
Income tax liabilities	77	159	—
Deferred revenues (Note 17)	2,618	4,994	1,274
Derivative financial instruments (Note 28)	75	45	—
Current portion of long-term debt (Note 14)	2,526	2,513	2,422
Total current liabilities	10,847	13,076	9,345
Non-current liabilities			
Long-term debt (Note 14)	3,676	6,151	4,645
Deferred income tax liabilities (Note 21)	233	425	404
Total liabilities	14,756	19,652	14,394
SHAREHOLDERS' EQUITY			
Retained income	19,895	18,739	13,348
Accumulated other comprehensive income (Note 16)	(1,586)	(1,477)	144
	18,309	17,262	13,492
Capital stock (Note 15)	69,086	70,032	75,436
Contributed surplus	6,368	5,740	3,659
Total shareholders' equity	93,763	93,034	92,587
Total liabilities and shareholders' equity	108,519	112,686	106,981

The accompanying notes are an integral part of these consolidated financial statements.

The Board of Directors approved the consolidated financial statements on April 11, 2012, and they have been signed on behalf of it.

/ Signed /
/ Signed /

CONSOLIDATED STATEMENTS OF INCOME

Fiscal Years Ended January 31,	2012	2011
(In thousands of Canadian dollars and in dollars per share)	\$	\$
Revenues	48,431	55,268
Cost of goods sold (Note 18)	39,128	41,132
Gross Margin	9,303	14,136
Selling and administrative expenses (Note 18)	6,690	6,598
Financial revenue	(345)	(293)
Financial expenses (Note 14)	233	392
Foreign exchange gain (Note 28)	(1,043)	(2,486)
	5,535	4,211
Income before income tax expense	3,768	9,925
Income tax expense (Note 21)	1,956	4,534
Net income for the year	1,812	5,391
Earnings per share		
Basic per share (Note 22)	0.06	0.16
Diluted per share (Note 22)	0.05	0.16
Average number of outstanding shares (in thousands) (Note 22)	32,771	33,642
Average number of outstanding diluted shares (in thousands) (Note 22)	33,309	34,301

CONSOLIDATED STATEMENTS OF COMPREHENSIVE INCOME

Fiscal Years Ended January 31,	2012	2011
(In thousands of Canadian dollars)	\$	\$
Net income for the year	1,812	5,391
Other comprehensive income (Note 16):		
Exchange differences on translation of foreign operations ^(a)	(53)	(1,621)
Change in value of available-for-sale financial assets ^(b)	(56)	—
	(109)	(1,621)
Comprehensive income for the year	1,703	3,770

(a) Net of hedging activities and \$24,000 in related income tax for the fiscal year ended January 31, 2012 (none for the fiscal year ended January 31, 2011).

(b) Net of \$9,000 related income tax.

The accompanying notes are an integral part of these consolidated financial statements.

CONSOLIDATED STATEMENTS OF CASH FLOWS

Fiscal Years Ended January 31,	2012	2011
(in thousands of Canadian dollars)	\$	\$
OPERATING ACTIVITIES		
Net income for the year	1,812	5,391
Non-cash items:		
Amortization of property, plant and equipment (Note 18)	3,063	3,045
Amortization of intangible assets (Note 18)	356	339
Loss (gain) on disposal of property, plant and equipment	8	(52)
Unrealized loss on derivative financial instruments	771	136
Non-cash exchange gain	(63)	(600)
Share-based compensation	107	237
Income tax expense	1,956	4,534
Financial revenue	(345)	(293)
Financial expenses	233	392
Net income adjusted for non-cash items	7,898	13,129
Changes in non-cash working capital items (Note 23)	243	(4,324)
Income tax expense paid	(15)	(393)
Cash flows from (used in) operating activities	8,126	8,412
INVESTING ACTIVITIES		
(Acquisition) disposal of short-term investments	(2,807)	8,596
Net acquisition of property, plant and equipment (Note 9)	(1,230)	(2,302)
Acquisition of intangible assets (Note 10)	(373)	(350)
Reduction in other non-current assets	(9)	(4)
Interest received	380	629
Cash flows from (used in) investing activities	(4,039)	6,569
FINANCING ACTIVITIES		
Issuance of long-term debt	—	4,370
Repayment of long-term debt	(2,491)	(2,333)
Issuance of subordinate voting shares	13	176
Redemption of subordinate voting shares	(438)	(3,736)
Dividends paid (Note 15)	(656)	—
Interest paid on the interest rate swap	(33)	(35)
Interest paid	(199)	(290)
Cash flows from (used in) financing activities	(3,804)	(1,848)
Impact of fluctuations in foreign exchange rate on cash	16	(226)
Net increase in cash and cash equivalents	299	12,907
Cash and cash equivalents, beginning of year (Note 23)	18,677	5,770
Cash and cash equivalents, end of year (Note 23)	18,976	18,677

Supplemental information on cash flows is provided in Note 23.

The accompanying notes are an integral part of these consolidated financial statements.

Structural Steel
Bridges • Construction Services
Hydroelectric and Industrial Works



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300 Henry-Bessemer
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Canada J6Y 1T3

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1 800 263-7560
Fax: (450) 965-1142

June 26, 2012

Montana Department of Commerce
Business Resources Division
PO Box 200505
Helena, MT 59620-0505

Attention: **Mrs Nancy Faroni, Section Manager**

Subject: **ADF Group Investment Project in Great Falls, Montana**

Ms Faroni

ADF Group Inc ("ADF" or the "Corporation") has been in discussion with the City of Great Falls officials and, more specifically, with the Great Falls Development Authority ("GFDA"), over the past few months to analyze the possibility of setting-up a steel manufacturing facility in Great Falls' Agri-Tech Park, in Montana.

As part of the state grant application process, the Montana Department of Commerce is asking ADF to provide a 2-year financial projection. Please be informed that ADF Group is publicly-traded company, which securities are traded on the Toronto Stock Exchange (TSX) under the DRX ticker symbol and is therefore unable to provide financial projections.

If you need any additional information, please do not hesitate to contact the undersigned, at your convenience.

Sincerely yours,

ADF GROUP INC.

A handwritten signature in black ink, appearing to read 'Jean-François Boursier', is written over a faint, larger version of the same signature.

Jean-François Boursier, CA
Chief Financial Officer



TORONTO • MIAMI • NEW YORK • MONTREAL



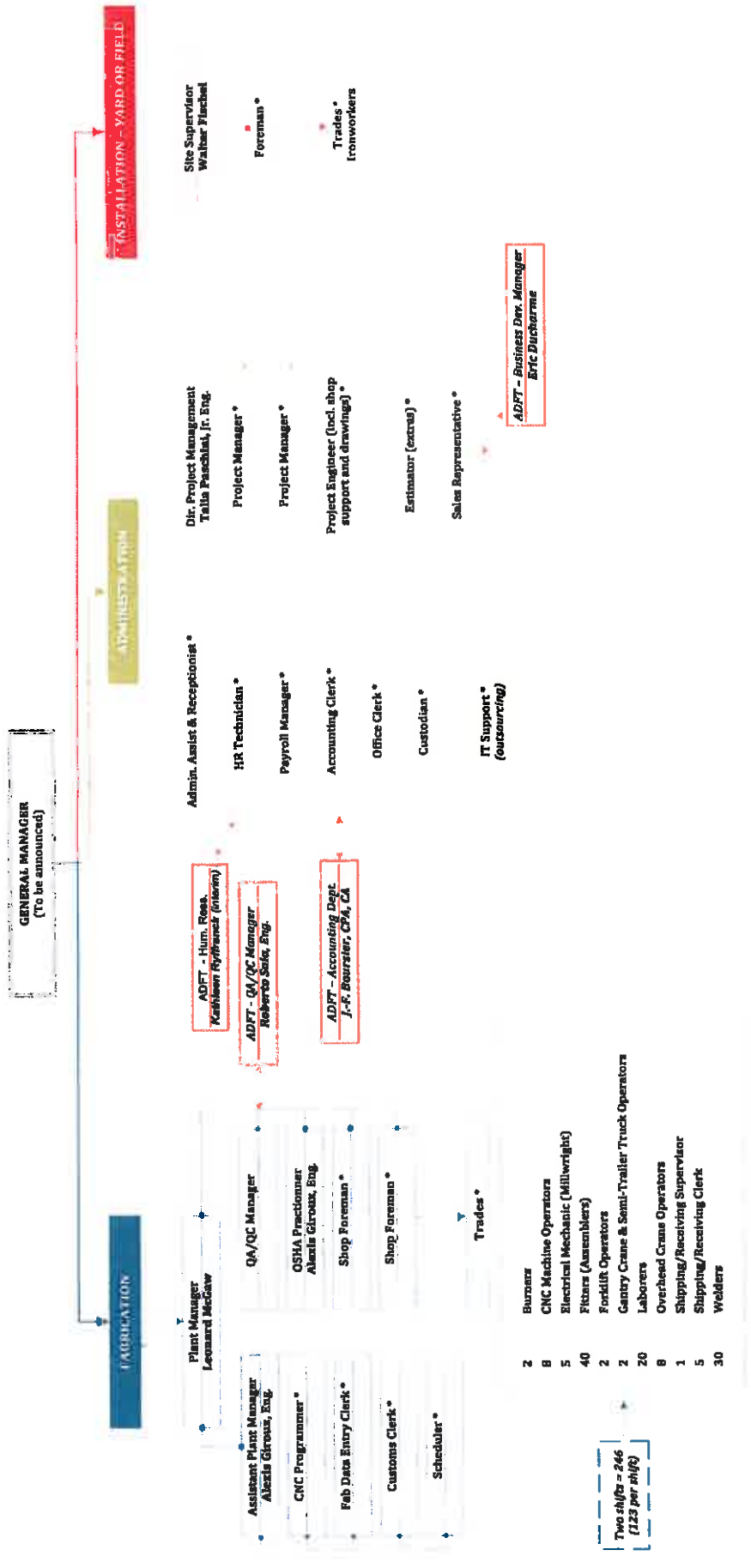
Employment Levels

Current Montana employment:	2 Jobs have been hired thus far
Projected Increase during Phase I:	146 New Jobs, 111 BSTF Eligible
Current Montana Payroll:	\$125,000.00
Projected Montana Payroll	\$5,136,720.00



Date: November 2012
Revision No. 0 0

ORGANIZATION CHART GREAT FALLS, MONTANA



Two shifts = 246
(123 per shift)

PHASE OPÉRATIONELLE

* Hired Locally

GREAT FALLS (Mt) PLANT
Job classification / General schedule pay scale



PRODUCTION PERSONNEL - Occupation Classification	# empl.	Meet DSH criteria	Pay Scale / Annual salary
			Hourly Wage At Entrance
Burner	2	Yes	\$16.75
CNC Machine Operator	8	Yes	\$16.75
CNC Programmer	1	Yes	\$17.00
Custom Clerk	1	Yes	\$16.75
Data Entry Clerk (Fab.)	1	No	\$14.00
Electric Mechanic (Millwright)	5	Yes	\$17.00
Fitter (Assembler)			
▪ Helper	2	No	\$14.00
▪ Apprentice	3	Yes	\$16.75
▪ Level C	5	Yes	\$17.00
▪ Level B	5	Yes	\$17.50
▪ Level A	25	Yes	\$18.00
* Group Leader	<i>Tbc</i>		<i>[\$0.50] is added to the hourly wage</i>
Foreman	2	Yes	\$20.00
Forklift Operator	2	Yes	\$16.75
Gantry Crane & Semi-Trailer Truck Operator	2	Yes	\$16.75
Laborer	20	No	\$11.00
Occupational Health & Safety Practitioner	1	Yes	\$17.00
Overhead Crane Operator	8	Yes	\$16.75
Shipping Clerk	5	No	\$14.00
Shipping Supervisor	1	Yes	\$16.75
Welder			
▪ Level C	5	No	\$14.00
▪ Level B	5	Yes	\$16.75
▪ Level A	20	Yes	\$17.00
* Group Leader	<i>Tbc</i>		<i>[\$0.50] is added to the hourly wage</i>
Assistant Plant Manager (Scheduler)	1	Yes	\$60,000
QC/QA Manager (Welding Inspection)	1	Yes	\$60,000
Plant Manager	1	Yes	\$75,000
General Manager	1	Yes	\$100,000

GREAT FALLS (Mt) PLANT
 Job classification / General schedule pay scale



OFFICE STAFF Occupation Classification	# empl.	Meet BSTF criteria	Pay Scale
			Annual Salary At Entrance
Accounting Clerk	1	Yes	\$35,000
Administrative Assistant/Receptionist	1	Yes	\$35,000
Dir. Project Management	1	Yes	\$65,000
Estimator	1	Yes	\$50,000
Human Resources Technician	1	Yes	\$35,000
IT Technician	Tbc	Tbc	\$
Office Clerk	1	No	\$28,000
Payroll Manager	1	Yes	\$35,000
Project Engineer	1	Yes	\$50,000
Project Managers *	2	Yes	\$45,000 - \$60,000
Sales Representative	2	Yes	\$40,000
			Hourly Wage At Entrance
Custodian	1	No	\$12.00
Total new jobs	146		
Total new jobs meeting BSTF criteria		111	

* Based on experience and qualifications

1 DEPARTMENT AND POSITION	
Department	Production
Job Title	Burner
Job Classification & Code	

2 ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	[•] hours of relevant experience in metal fabrication
TECHNICAL SKILLS	Reading and interpreting blue prints, welding codes and symbols and specifications
OCCUPATIONAL CERTIFICATION	

3 DUTIES SUMMARY	
<ul style="list-style-type: none"> — Report to Plant Foreman — Cut steel beams and other steel components to lengths/specifications, in accordance with the provided detail sheets and/or fitter's instructions, using oxygen and/or cutting processes and tools — Check products for correct shapes, dimensions and other specification — Mark splice location — Set up and safely operate common cutting equipment, such as cutting torch, plasma cutting and multi-torches burner — Safely and properly operate mechanical equipment such as overhead cranes and/or hoisting gear for rigging and moving of material and steel pieces/components of various shapes and weights — Any other related duties as instructed 	

4 RESPONSIBILITIES	
<p>In performing your duties or tasks, you are required to:</p> <ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards — Keep your work area clean — Clean and properly store tools/equipment at the end of the shift — Help protect equipment/tools from potential damage — Detect faulty operation of equipment or defective materials and notify your supervisor — Report any non-conformity to your supervisor 	

5 REQUIRED KNOWLEDGE	
<input type="checkbox"/> Computer Literacy:	
<input type="checkbox"/> Other:	

6 ABILITIES & REQUIREMENTS		(Presented in alphabetic order)
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Act with maturity
<input type="checkbox"/> Availability to travel for business	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Initiative toward work
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Respect toward authority	<input type="checkbox"/> Work autonomy
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respecting rules of confidentiality	<input type="checkbox"/> Other:
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Selling and negotiating skills	
<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Sense of accountability	

II. DEPARTMENT AND POSITION

Department	Production (Cut and Drill)
Job Title	CNC Machine Operator
Job Classification & Code	

III. ENTRY LEVEL PRE-REQUISITES

EDUCATION/TRAINING & EXPERIENCE Completion of an accredited Computer Numerical Control (CNC) machine program and [•] year(s) of prior experience
 or [•] years of relevant experience from which comparable knowledge, skills and abilities have been achieved

TECHNICAL SKILLS Reading and interpreting blue prints

OCCUPATIONAL CERTIFICATION

IV. DUTIES SUMMARY

- Report to Plant Foreman
- Safely operate CNC machines, including lathes, mills, precision measuring tools, and related attachments and accessories, in order to perform machining functions such as cutting, drilling, coping, and finishing steel profiles and components of various types, sizes, weight and thickness, to specifications
- Download the program(s) and set up the equipment accordingly
- Determine the parameters to perform the necessary work, such as tools, speed, temperature, position, gas flow, etc. for cutting and/or drilling and/or, beveling and/or chamfering activities, in accordance with drawings and instructions
- Perform routine visual inspection of machine and product to detect any vibration problem in the tools and to make sure that the workpiece is adequately lubricated and cooled during the process
- Inspect the machine before use to make sure it is in good order and condition at all times
- Perform scheduled preventive maintenance and keep record of it in accordance with the Company's quality system
- Safely and properly use overhead cranes and hoisting devices to position/set up material on machine
- Work with a variety of instruments such as gage, measuring tape, precision measuring instrumentation
- Any other related duties as instructed

V. RESPONSIBILITIES

- In performing your duties or tasks, you are required to:
- Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program
 - Know and follow safe work practices
 - Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards
 - Keep your work area clean
 - Clean and properly store equipment, accessories and any other tools at the end of the shift
 - Help protect equipment and tools from potential damage
 - Detect faulty operation of equipment or defective materials and notify your supervisor
 - Report any non-conformity to your supervisor

VI. REQUIRED KNOWLEDGE

- Computer Literacy:
- Other:

VII. ATTITUDES & REQUIREMENTS

(Presented in alphabetic order)

- | | | |
|--|--|---|
| <input type="checkbox"/> Ability to work autonomously | <input type="checkbox"/> Dynamism and motivation | <input type="checkbox"/> Selling and negotiating skills |
| <input type="checkbox"/> Act with maturity | <input type="checkbox"/> Flexibility in adapting to new work | <input type="checkbox"/> Sense of accountability |
| <input type="checkbox"/> Attentiveness to detail | <input type="checkbox"/> Flexibility in working hours | <input type="checkbox"/> Speed of execution |
| <input type="checkbox"/> Communication skills (spoken) | <input type="checkbox"/> Initiative | <input type="checkbox"/> Stress tolerance |
| <input type="checkbox"/> Communication skills (written) | <input type="checkbox"/> Leadership skills | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Cooperation | <input type="checkbox"/> Manual dexterity | <input type="checkbox"/> Willing to travel for business |
| <input type="checkbox"/> Creativity in the work | <input type="checkbox"/> Organization skills | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Critical analysis/good judgment | <input type="checkbox"/> Respect toward authority | |
| <input type="checkbox"/> Diplomatic skills | <input type="checkbox"/> Respecting rules of confidentiality | |

1 DEPARTMENT AND POSITION	
Department	Production
Job Title	CNC Programmer (Computer-Aided Fabrication Processes)
Job Classification & Code	

2 ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	High-school diploma or higher and [•] year(s) of related work experience Machine tool experience Experience in the steel or construction industry
TECHNICAL SKILLS	Read and interpret blueprints and 3D drawings, mathematical skills
OCCUPATIONAL CERTIFICATION	

3 DUTIES SUMMARY	
	<ul style="list-style-type: none"> — Report to the Plant Manager — Write/develop programs and/or modify existing ones and create machining instructions for computer numerically controlled (CNC) machines using the different commercial and in-house software (AutoCad, Peddimat, WinSteel, WinNest, WinSer, BenPro and IPS) — Plan the programs for the CNC machines that generate the electronic data to optimize cutting, drilling, and [•] operations — Read and interpret data provided by Drafting Department to create different steel pieces to specifications — Determine calculations and the cutting/drilling pattern (plaques, angles and beams), and translate the instructions into the computer-aided fabrication programs — Determine the sequence of cutting/drilling operations [and select tools needed] — Check the programs, and/or when required, run simulations prior to the CNC operator running the program on the machine — Receive and coordinate all requests from the Planning Department (pre-fabrication/production) — Provide technical support, when required — Maintain direct communication with CNC operators — Troubleshooting — Any other related duties as instructed

4 RESPONSIBILITIES	
	<p>In performing your duties or tasks, you are required to:</p> <ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards — Ensure that the CNC machines and programs operate correctly — Ensure that the products meet quality requirements and project's specifications, with a minimum margin of error — Maximize use of material — Keep your work area clean — Report any non-conformity to your supervisor

5 REQUIRED KNOWLEDGE	
<input checked="" type="checkbox"/> Computer Literacy:	Basic knowledge of computers and electronics, Windows Excel, AutoCad, WinSTEEL database, WinSER and WinNEST (Nesting software), Peddimat (Peddinghaus) and ADF in-house software (BenPro, IPS)
<input type="checkbox"/> Other:	

6 ATTITUDES & REQUIREMENTS		(Presented in alphabetic order)
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other:
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

1. DEPARTMENT AND POSITION	
Department	Production
Job Title	Electric Mechanic (Millwright)
Job Classification & Code	

2. ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	Completion of an accredited electric mechanic (millwright) program and [•] year(s) of prior relevant experience or [•] years of relevant experience from which comparable knowledge, skills and abilities have been achieved
TECHNICAL SKILLS	<ul style="list-style-type: none"> — Reading and interpreting equipment (electrical) drawings — Operating cutting torches and milling machine — Electrical welding (is a plus)
OCCUPATIONAL CERTIFICATION	

3. DUTIES SUMMARY	
<ul style="list-style-type: none"> — Report to the Plant Foreman — Perform tasks involving the maintenance, inspection and fixing or replacing broken or malfunctioning machinery, heavy equipment or electric/electronic systems on the machinery, as well as hand tools required for production — Diagnose problems and repair or replace machinery, and/or programmable controlled units and/or process controls — Perform scheduled preventive maintenance (and keep a record thereof in accordance with the Company quality system) — Assembling and installing new equipment — Disassembling machinery/equipment/production lines (in part or in whole) scheduled either for replacement or to be moved to a new location — Upgrading machinery and equipment according to the manufacturer's instructions and layout plans, blueprints, and other drawings — Keep logs of all activities and prepare reports as required (scheduled maintenance, repairs/parts replacement, etc.) — Any other related duties as instructed 	

4. RESPONSIBILITIES	
<p>In performing your duties or tasks, you are required to:</p> <ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards — Keep your work area clean — Clean and properly store equipment, accessories and any other tools at the end of the shift — Help protect equipment and tools from potential damage — Detect faulty operation of equipment or defective materials and notify your supervisor — Report any non-conformity 	

5. REQUIRED KNOWLEDGE	
<input checked="" type="checkbox"/> Computer Literacy:	Computer knowledge, electronics and electrical skills to deal with computerized machinery and to diagnose and repair machines
<input checked="" type="checkbox"/> Other:	Power, pneumatic, hydraulic and diesel propulsion systems Precision measuring instrumentation

6. ATTITUDES & REQUIREMENTS <i>(Presented in alphabetic order)</i>		
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other:
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	_____
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	_____

I. DEPARTMENT AND POSITION	
Department	Production
Job Title	Fitter (Assembler) Helper
Job Classification & Code	

II. ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	
TECHNICAL SKILLS/APTITUDES	Know how to safely operate different power hand tools used to prepare, shape and clean the metal pieces, such as grinder and drill.
OCCUPATIONAL CERTIFICATION	

III. DUTIES SUMMARY	
<ul style="list-style-type: none"> — Report to the Plant Foreman — Assist the Fitter (assembler) in the following activities, as instructed: <ul style="list-style-type: none"> ▪ Position and secure pieces to be welded onto assemblies or subassemblies using tack weld ▪ Perform basic tack welds using welding machines ▪ Remove rough spots from the workpiece using portable grinder ▪ Shape the workpiece using flame heating and sledgehammer — Any other related duties as instructed by the Fitter (Assembler) 	

IV. RESPONSIBILITIES	
<p>In performing your duties or tasks, you are required to:</p> <ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards — Keep your work area clean — Clean and properly store tools/equipment at the end of the shift — Help protect equipment/tools from potential damage — Detect faulty operation of equipment or defective materials and notify your supervisor — Report any non-conformity to your supervisor 	

V. REQUIRED KNOWLEDGE	
<input type="checkbox"/> Computer Literacy:	
<input checked="" type="checkbox"/> Other:	Operating various power hand tools used to prepare, shape and clean the metal pieces, such as grinder, drill and cutting torch

VI. ATTITUDES & REQUIREMENTS		(Presented in alphabetic order)
<input type="checkbox"/> Ability to work autonomously	<input checked="" type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input checked="" type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input checked="" type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input checked="" type="checkbox"/> Teamwork
<input checked="" type="checkbox"/> Cooperation	<input checked="" type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other:
<input type="checkbox"/> Critical analysis/good judgment	<input checked="" type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

1) DEPARTMENT AND POSITION	
Department	Production
Job Title	Fitter (Assembler) Apprentice
Job Classification & Code	

2) ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	Completion of an accredited [welding-fitting] program or Min. [4,000] hours of relevant trade experience from which comparable knowledge, skills and abilities have been achieved ; or A combination of min. [2,000] hours of relevant trade experience and training from which comparable knowledge, skills and abilities have been achieved or Achieved Fitter (Assembler) Helper level job classification
TECHNICAL SKILLS/APTITUDES	— Basic blue print reading — Producing well-executed spot (tack) welds within a specified time limit, that is considered standard for that level
OCCUPATIONAL CERTIFICATION	

3) DUTIES SUMMARY	
— Report to the Plant Foreman — Assist the Fitter (assembler) in the following activities, as instructed: <ul style="list-style-type: none"> ▪ Position and secure pieces to be welded onto assemblies or subassemblies using tack weld as instructed/shown on drawings ▪ Perform basic tack welds using welding machines ▪ Remove rough spots from the workpiece using portable grinder ▪ Shape the workpiece using flame heating and sledgehammer — Any other related duties as instructed by the Fitter (Assembler)	

4) RESPONSIBILITIES	
In performing your duties or tasks, you are required to: <ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards — Keep your work area clean — Clean and properly store tools/equipment at the end of the shift — Help protect equipment/tools from potential damage — Detect faulty operation of equipment or defective materials and notify your supervisor — Report any non-conformity to your supervisor 	

5) REQUIRED KNOWLEDGE	
<input type="checkbox"/> Computer Literacy:	
<input checked="" type="checkbox"/> Other:	Operating various power hand tools used to prepare, shape and clean the metal pieces, such as grinder, drill and cutting torch

6) ATTITUDES & REQUIREMENTS		(Presented in alphabetic order)
<input type="checkbox"/> Ability to work autonomously	<input checked="" type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input checked="" type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input checked="" type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input checked="" type="checkbox"/> Teamwork
<input checked="" type="checkbox"/> Cooperation	<input checked="" type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other:
<input type="checkbox"/> Critical analysis/good judgment	<input checked="" type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

1) DEPARTMENT AND POSITION	
Department	Production
Job Title	Fitter (Assembler) Level C
Job Classification & Code	

2) ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	Completion of an accredited [welding-fitting] program, and min. of [2000] hours of relevant trade experience; or Min. [6,000] hours of relevant trade experience from which comparable knowledge, skills and abilities have been achieved ; or A combination of min. [4,000] hours of relevant trade experience and training from which comparable knowledge, skills and abilities have been achieved or Achieved ADF's Fitter (Assembler) Apprentice job classification
TECHNICAL SKILLS/APTIITUDES	— Accomplish different fitting activities with ease, and in a competent manner — Read and interpret blue prints, drawings and specifications — Good speed of execution when accomplishing different fitting activities
OCCUPATIONAL CERTIFICATION	

3) DUTIES SUMMARY	
<ul style="list-style-type: none"> — Report to the Plant Foreman — Position and secure (spot or tack weld) various types and sizes of steel parts and components to be welded onto subassemblies or assemblies, according to drawings, specifications and instructions — Make basic layouts and mark weld point on parts or assemblies in order to establish reference points — Clamp, hold, tack-weld, heat-bend, grind and/or bolt component parts to obtain required configurations and positions for welding — Examine workpieces for defects, and measure workpieces with straightedges or templates to ensure conformance with specifications — Check grooves, angles, or gap allowances, using various instruments — Lay out, position, align, and secure parts and assemblies prior to assembly, using straightedges, combination squares, calipers, and rulers — Analyze engineering drawings, blueprints, specifications, sketches, work orders, and material safety data sheets to plan layout, assembly, and welding operations — Mark and/or tag material with proper job number, piece marks, and other identifying marks as required — Repair products by dismantling, straightening, reshaping, and reassembling parts, using cutting torches, straightening presses, and hand tools — Cut steel plates and structural shapes to dimensions, and contour and bevel as specified by blueprints, layouts, work orders, and templates, using powered saws, hand shears, chipping knives or oxy torches — Any other related duties as instructed 	

4) RESPONSIBILITIES	
In performing your duties or tasks, you are required to: <ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards — Keep your work area clean — Clean and properly store tools/equipment at the end of the shift — Help protect equipment/tools from potential damage — Detect faulty operation of equipment or defective materials and notify your supervisor — Report any non-conformity to your supervisor 	

5) REQUIRED KNOWLEDGE	
<input type="checkbox"/> Computer Literacy:	
<input type="checkbox"/> Other:	

6) APTITUDES & REQUIREMENTS		(Presented in alphabetic order)
<input type="checkbox"/> Ability to work autonomously	<input checked="" type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input checked="" type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input checked="" type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input checked="" type="checkbox"/> Teamwork
<input checked="" type="checkbox"/> Cooperation	<input checked="" type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other:
<input type="checkbox"/> Critical analysis/good judgment	<input checked="" type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

1. DEPARTMENT AND POSITION	
Department	Production
Job Title	Fitter (Assembler) Level B
Job Classification & Code	

2. ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	Completion of an accredited [welding-fitting] program, and a min. of [4,000] hours of relevant trade experience; or Min. [8,000] hours of relevant trade experience from which comparable knowledge, skills and abilities have been achieved ; or A combination of min. [6,000] hours of relevant trade experience and training from which comparable knowledge, skills and abilities have been achieved or Achieved ADF's Fitter (Assembler) Level C job classification
TECHNICAL SKILLS/APTIITUDES	— Perform the duties of a Fitter (Assembler) Level C, with ease and in a skilled and competent manner — Proficient in reading and interpreting blue prints, drawings and specifications — Good speed of execution while maintaining quality workmanship when accomplishing different fitting activities — Ability to work with minimal supervision
OCCUPATIONAL CERTIFICATION	

3. DUTIES SUMMARY	
<ul style="list-style-type: none"> — Report to the Plant Foreman — Position and secure (spot or tack weld) various types and sizes of steel parts and components to be welded onto subassemblies or assemblies, according to drawings, specifications and instructions — Make basic layouts and mark weld point on parts or assemblies in order to establish reference points — Clamp, hold, tack weld, heat-bend, grind and/or bolt component parts to obtain required configurations and positions for welding — Examine workpieces for defects, and measure workpieces with straightedges or templates to ensure conformance with specifications — Check grooves, angles, or gap allowances, using various instruments — Lay out, position, align, and secure parts and assemblies prior to assembly, using straightedges, combination squares, callipers, and rulers — Analyze engineering drawings, blueprints, specifications, sketches, work orders, and material safety data sheets to plan layout, assembly, and welding operations — Mark and/or tag material with proper job number, piece marks, and other identifying marks as required — Repair products by dismantling, straightening, reshaping, and reassembling parts, using cutting torches, straightening presses, and hand tools — Cut steel plates and structural shapes to dimensions, and contour and bevel as specified by blueprints, layouts, work orders, and templates, using powered saws, hand shears, chipping knives or oxy torches — Any other related duties as instructed 	

4. RESPONSIBILITIES	
In performing your duties or tasks, you are required to:	
<ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards — Keep your work area clean — Clean and properly store tools/equipment — Help protect equipment/tools from potential damage — Detect faulty operation of equipment or defective materials and notify your supervisor — Report any non-conformity to your supervisor 	

5. REQUIRED KNOWLEDGE	
<input type="checkbox"/> Computer Literacy:	
<input type="checkbox"/> Other:	

6. APTITUDES & REQUIREMENTS		(Presented in alphabetic order)
<input type="checkbox"/> Ability to work autonomously	<input checked="" type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input checked="" type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input checked="" type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input checked="" type="checkbox"/> Teamwork
<input checked="" type="checkbox"/> Cooperation	<input checked="" type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other:
<input type="checkbox"/> Critical analysis/good judgment	<input checked="" type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

JOB DESCRIPTION



DEPARTMENT AND POSITION	
Department	Production
Job Title	Fitter (Assembler) Level A
Job Classification & Code	

ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	Completion of an accredited [welding-fitting] program, and a min. of [6,000] hours of relevant trade experience; or Min. [10,000] hours of relevant trade experience from which comparable knowledge, skills and abilities have been achieved ; or A combination of min. [8,000] hours of relevant trade experience and training from which comparable knowledge, skills and abilities have been achieved or Achieved ADF's Fitter (Assembler) Level B job classification
TECHNICAL SKILLS/APTTITUDES	— Perform the duties of a Fitter (Assembler) Level B, with ease and in a knowledgeable, skilled and competent manner — Proficient in reading and interpreting complex blue prints, drawings and specifications — Combining accuracy, quality workmanship and speed of execution when carrying out different fitting activities — Ability to work independently with no supervision
OCCUPATIONAL CERTIFICATION	

DUTIES SUMMARY	
<ul style="list-style-type: none"> — Report to the Plant Foreman — Position and secure (spot or tack weld) various types and sizes of steel parts and components to be welded onto subassemblies or assemblies, according to drawings, specifications and instructions — Make basic layouts and mark weld point on parts or assemblies in order to establish reference points — Clamp, hold, tack weld, heat-bend, grind and/or bolt component parts to obtain required configurations and positions for welding — Examine workpieces for defects, and measure workpieces with straightedges or templates to ensure conformance with specifications — Check grooves, angles, or gap allowances, using various instruments — Lay out, position, align, and secure parts and assemblies prior to assembly, using straightedges, combination squares, calipers, and rulers — Analyze engineering drawings, blueprints, specifications, sketches, work orders, and material safety data sheets to plan layout, assembly, and welding operations — Mark and/or tag material with proper job number, piece marks, and other identifying marks as required — Repair products by dismantling, straightening, reshaping, and reassembling parts, using cutting torches, straightening presses, and hand tools — Cut steel plates and structural shapes to dimensions, and contour and bevel as specified by blueprints, layouts, work orders, and templates, using powered saws, hand shears, chipping knives or oxy torches — Any other related duties as instructed 	

RESPONSIBILITIES	
In performing your duties or tasks, you are required to:	
<ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards — Keep your work area clean — Clean and properly store tools/equipment at the end of the shift — Help protect equipment/tools from potential damage — Detect faulty operation of equipment or defective materials and notify your supervisor — Report any non-conformity to your supervisor 	

REQUIRED KNOWLEDGE	
<input type="checkbox"/>	Computer Literacy:
<input type="checkbox"/>	Other:

APTITUDES & REQUIREMENTS		(Presented in alphabetic order)
<input type="checkbox"/>	Ability to work autonomously	<input checked="" type="checkbox"/> Dynamism and motivation
<input checked="" type="checkbox"/>	Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work
<input type="checkbox"/>	Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours
<input type="checkbox"/>	Communication skills (spoken)	<input checked="" type="checkbox"/> Initiative
<input type="checkbox"/>	Communication skills (written)	<input type="checkbox"/> Leadership skills
<input checked="" type="checkbox"/>	Cooperation	<input checked="" type="checkbox"/> Manual dexterity
<input type="checkbox"/>	Creativity in the work	<input type="checkbox"/> Organization skills
<input type="checkbox"/>	Critical analysis/good judgment	<input checked="" type="checkbox"/> Respect toward authority
<input type="checkbox"/>	Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality
		<input type="checkbox"/> Selling and negotiating skills
		<input type="checkbox"/> Sense of accountability
		<input type="checkbox"/> Speed of execution
		<input type="checkbox"/> Stress tolerance
		<input checked="" type="checkbox"/> Teamwork
		<input type="checkbox"/> Willing to travel for business
		<input type="checkbox"/> Other:

1) DEPARTMENT AND POSITION	
Department	Production
Job Title	Fitter (Assembler) Group Leader
Job Classification & Code	

2) ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	Refer to Fitter (Assembler) Level A
TECHNICAL SKILLS/APTITUDES	Refer to Fitter (Assembler) Level A
	<ul style="list-style-type: none"> — Competency in supervising a group of up to 5 people — Good knowledge/understanding of the group's tasks and responsibilities — Ability to plan and organize the group's work/schedule — Skills and ability to clearly communicate — Ability to coach other less experienced fitters improving their performance/skills
OCCUPATIONAL CERTIFICATION	

3) DUTIES SUMMARY	
In addition to the Fitter (Assembler) Level A duties, the Group Leader's tasks involve:	
<ul style="list-style-type: none"> — Planning, organizing and supervising the work and schedule of a team of up to 5 people — Coaching other less experienced fitter (assembler) improving their performance/skills — Assist foreman with the daily tasks — Assist other team members in doing a task, when required — Answer any question/queries from team members — Perform tasks using the overhead cranes, when required 	

4) RESPONSIBILITIES	
In performing your duties or tasks, you are required to:	
<ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards — Keep your work area clean — Clean and properly store tools/equipment at the end of the shift — Help protect equipment/tools from potential damage — Detect faulty operation of equipment or defective materials and notify your supervisor — Report any non-conformity to your supervisor 	

5) REQUIRED KNOWLEDGE	
<input type="checkbox"/> Computer Literacy:	
<input type="checkbox"/> Other:	

6) APTITUDES & REQUIREMENTS		(Presented in alphabetic order)
<input type="checkbox"/> Ability to work autonomously	<input checked="" type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input checked="" type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input checked="" type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input checked="" type="checkbox"/> Teamwork
<input checked="" type="checkbox"/> Cooperation	<input checked="" type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other:
<input type="checkbox"/> Critical analysis/good judgment	<input checked="" type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	



1 DEPARTMENT AND POSITION	
Department	Production
Job Title	Plant Foreman
Job Classification & Code	

2 ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	Completion of an accredited welder [or] fitter (assembler) program, and a min. of [•] years of relevant trade and supervision/planning experience <i>or</i> Min. of [•] years of relevant trade (welding) and supervision experience from which comparable knowledge, skills and abilities have been achieved ; <i>or</i> Achieved ADF's [Group Leader] job classification
TECHNICAL SKILLS/APTITUDES	<ul style="list-style-type: none"> — Reading and interpreting blue prints, detailed drawings, sketches, and welding codes and symbols — Welding processes, procedures, codes/symbols — Good leadership and negotiation skills — Competency in planning, organizing and supervising a larger group — Strong sense of work ethics and responsibilities — Good communication skills (both written and spoken)
OCCUPATIONAL CERTIFICATION	Crane Operator's Certificate (Incl. Dept of Transportation Medical Examiner certificate)

3 DUTIES SUMMARY	
<ul style="list-style-type: none"> — Report to the Plant Manager — Overall responsibility for your Section of the plant — Supervise a group of [•] people — Plan, coordinate and monitor, on a daily basis, your Section's work activities and resources necessary to meet the production schedule and timescale for the completion of the work — Perform regular assessments of the fabrication progress during the day — Record in the integrated "IPS" database (<i>Integrated Production System</i>) the daily advancement of the work achieved by your Section — Conduct regular inspections of the work (practices/methods) to check for any deviations from ADF-established quality standards — Provide new-employee health and safety orientations and inform, train and promote safe work methods and environment — Responsible for ensuring that safety rules and regulations are respected — Enforce disciplinary actions when appropriate — Maintain the quality of work produced by your Section — Reassign/reorganize tasks when an equipment is in need of repair or replacing — Responsible for any problem arising in your Section — Interact/meet with your group on a regular basis, and as required, to provide guidance, updates, changes in schedule or methods, etc. — Investigates all accidents and complete appropriate reports — Order supplies and parts that need to be replaced as per the Electric Mechanic (Millwright) requests — Perform scheduled performance appraisals — Validate your Section's timesheets — Any other related duties as instructed 	

4 RESPONSIBILITIES	
<p>In performing your duties or tasks, you are required to:</p> <ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards — Ensure that your Section runs smoothly — Ensure that the personnel under your supervision cleans and properly store all tools/equipment at the end of the shift and keeps its work area clean — Detect faulty operation of equipment or defective materials and notify the millwright and/or plant manager and/or the assistant plant manager — Report any non-conformity 	

5 REQUIRED KNOWLEDGE	
<input checked="" type="checkbox"/> Computer Literacy:	
<input type="checkbox"/> Other:	

6 APTITUDES & REQUIREMENTS		(Presented in alphabetic order)
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other:
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

JOB DESCRIPTION



DEPARTMENT AND POSITION	
Department	Production
Job Title	Forklift Operator
Job Classification & Code	

ENTRY LEVEL PRE REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	Relevant prior work experience operating a forklift Prior experience operating overhead cranes and hoisting gears
TECHNICAL SKILLS	
OCCUPATIONAL CERTIFICATION	[Forklift Operator's License]

DUTIES SUMMARY	
<ul style="list-style-type: none"> — Report to the Plant Foreman — Operate the forklift using driving and safety precautions as per OSHA standards — Perform tasks involving the moving of material/goods from one place to another, as instructed, using a sit-down gas powered forklift — Load and unload supplies (consumables, nuts and bolts, etc.) to the required area, and/or loading goods onto and off a truck, as instructed — Remove material/supplies to the warehouse storage area or the plant store. — Know and follow the signal system when operating the forklift in and around the plant/premises — Safely and adequately operate/drive the forklift within the equipment's load/tolerance limits, specific requirements and principal features — Inspect the equipment and accessories before use to make sure it is in good order and condition at all times — Other tasks could involve cleaning the warehouse, check inventory, perform product counts, weigh product, tag product, use a handheld bar code scanner — Any other related duties as instructed 	

RESPONSIBILITIES	
In performing your duties or tasks, you are required to:	
<ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADP's work instructions and fabrication standards — [Participating in training sessions for license renewal - every three (3) years] — Keep your work area clean — Clean and properly store equipment, accessories and any other tools at the end of the shift — Help protect lifting devices and accessories and tools from potential damage — Detect faulty operation of equipment or defective materials and notify your supervisor — Report any non-conformity 	

REQUIRED KNOWLEDGE	
<input type="checkbox"/>	Computer Literacy:
<input type="checkbox"/>	Other:

APTITUDES & REQUIREMENTS		(Presented in alphabetic order)
<input type="checkbox"/>	Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation
<input type="checkbox"/>	Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work
<input type="checkbox"/>	Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours
<input type="checkbox"/>	Communication skills (spoken)	<input type="checkbox"/> Initiative
<input type="checkbox"/>	Communication skills (written)	<input type="checkbox"/> Leadership skills
<input type="checkbox"/>	Cooperation	<input type="checkbox"/> Manual dexterity
<input type="checkbox"/>	Creativity in the work	<input type="checkbox"/> Organization skills
<input type="checkbox"/>	Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority
<input type="checkbox"/>	Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality
		<input type="checkbox"/> Selling and negotiating skills
		<input type="checkbox"/> Sense of accountability
		<input type="checkbox"/> Speed of execution
		<input type="checkbox"/> Stress tolerance
		<input type="checkbox"/> Teamwork
		<input type="checkbox"/> Willing to travel for business
		<input type="checkbox"/> Other:

JOB DESCRIPTION



DEPARTMENT AND POSITION	
Department	Production
Job Title	Gantry Crane & Semi-Trailer Truck Operator
Job Classification & Code	

ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	Relevant prior work experience operating a gantry crane and/or semi-trailer
TECHNICAL SKILLS	Overhead crane and hoists
OCCUPATIONAL CERTIFICATION	Crane operator certification (incl. Dept of Transportation Medical Examiner certificate)

8) DUTIES SUMMARY	
<ul style="list-style-type: none"> — Report to Plant Foreman — Safely and properly operate a fully-motorized gantry crane — Perform tasks using gantry crane involving loading and unloading material/supplies from trucks — Operate heavy machinery and overhead cranes and semi-trailer truck — Secure loads to trailer using chains, binders or straps — Maneuvers semi-trailer truck into loading or unloading position, following signals from loading crew, as needed — Follow assignment provided on the bill of lading — Always check and follow the gantry crane load limits before hoisting any load — Carefully measure and check lifting operations where oversized loads are concerned — Perform inspections of crane before use to make sure it is in good order and condition at all times — Perform routine inspection of hooks should be inspected or cracks, bends or other deformities — Prevent any sway and move workloads at a safe pace — Any other related duties as instructed 	

9) RESPONSIBILITIES	
<p>In performing your duties or tasks, you are required to:</p> <ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards — Keep your work area clean — Clean and properly store equipment, accessories and any other tools — Help protect lifting devices and accessories and tools from potential damage — Detect faulty operation of equipment or defective materials and notify your supervisor — Report any non-conformity 	

5) REQUIRED KNOWLEDGE	
<input type="checkbox"/> Computer Literacy:	
<input checked="" type="checkbox"/> Other:	Valid Truck Driver's License

ADDITIONAL REQUIREMENTS		(Presented in alphabetic order)
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other:
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

JOB DESCRIPTION



DEPARTMENT AND POSITION	
Department	Production
Job Title	Laborer
Job Classification & Code	

ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	High school (or GE) diploma Work experience in a production plant (is a plus)
TECHNICAL SKILLS	
OCCUPATIONAL CERTIFICATION	

DUTIES SUMMARY	
<ul style="list-style-type: none"> — Report to the Plant Foreman — Performing a variety of manual tasks, including handling and moving supplies/tools from one place to another as requested — Perform inventory counts — Assist other trades (such as welders and fitters) in their duties — General maintenance work of the area, tools and equipment — Safely operate various hand tools and power tools — Any other related duties as instructed and/or ad hoc projects as needed 	

RESPONSIBILITIES	
<p>In performing your duties or tasks, you are required to:</p> <ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards — Keep your work area clean — Clean and properly store equipment, accessories and any other tools at the end of the shift — Help protect equipment and tools from potential damage — Detect faulty operation of equipment and notify your supervisor 	

REQUIRED KNOWLEDGE	
<input type="checkbox"/> Computer Literacy:	
<input checked="" type="checkbox"/> Other:	Operating various hand tools and power tools

APTITUDES & REQUIREMENTS <small>(Presented in alphabetic order)</small>		
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other:
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

I. DEPARTMENT AND POSITION	
Department	Production
Job Title	Overhead Crane Operator
Job Classification & Code	

II. ENTRY LEVEL PRE REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	High school (or GE) diploma Relevant prior experience operating overhead cranes Prior experience working in construction or manufacturing environment
TECHNICAL SKILLS	
OCCUPATIONAL CERTIFICATION	Crane Operator's Certificate (incl. Dept of Transportation Medical Examiner certificate)

III. DUTIES SUMMARY	
<ul style="list-style-type: none"> — Setting up and safely and adequately operate various types of remote-controlled lifting devices and accessories used in the plant (and in the yard), such as overhead cranes, hoisting device/gear for slinging, rigging, lifting and moving of material and steel pieces/components of various shapes and weights — Know and follow the signal system when operating the various lifting apparatus — Know and follow each device's load/tolerance limits, specific requirements and principal features — Know, understand and follow ADF's provided lifting chart — Inspect all equipment/devices and accessories before use to make sure they are in good order and condition at all times — Any other related duties as instructed 	

IV. RESPONSIBILITIES	
In performing your duties or tasks, you are required to:	
<ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards — Keep your work area clean — Clean and properly store equipment, accessories and any other tools at the end of the shift — Help protect lifting devices and accessories and tools from potential damage — Detect faulty operation of equipment or defective materials and notify your supervisor — Report any non-conformity 	

V. REQUIRED KNOWLEDGE	
<input type="checkbox"/> Computer Literacy:	
<input type="checkbox"/> Other:	

VI. ATTITUDES & REQUIREMENTS		(Presented in alphabetic order)
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other:
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

1. DEPARTMENT AND POSITION	
Department	Production
Job Title	Shipping and Receiving Clerk
Job Classification & Code	

2. ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	High school (or GE) diploma Prior shipping experience Relevant experience operating an overhead crane
TECHNICAL SKILLS	
OCCUPATIONAL CERTIFICATION	Crane Operator's Certificate (Incl. Dept of Transportation Medical Examiner certificate)

3. DUTIES SUMMARY	
<ul style="list-style-type: none"> — Report to the Shipping and Receiving Supervisor — Setting up and safely and adequately operate various types of remote-controlled lifting devices used in the plant [and in the yard], such as overhead cranes, hoisting devices/gear, slings for slinging, rigging, lifting and moving of material and steel pieces/components of various shapes and weights — Perform tasks involving loading and unloading from trucks and/or other vehicles — Compile the fabricated steel pieces/components/assemblies to be shipped, as instructed — Ensure that the loads are safely placed, steadied and secured to the trailer bed and that the weight is evenly distributed — Know and follow the signal system when operating the various lifting apparatus — Know and follow each device's load/tolerance limits, specific requirements and principal features — Inspect all equipment/devices and accessories before use to make sure they are in good order and condition at all times — Customs related documentation — Inventory control — Open non-conformity reports (NCRs) — Any other related duties as instructed 	

4. RESPONSIBILITIES	
<p>In performing your duties or tasks, you are required to:</p> <ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards — Keep your work area clean — Clean and properly store equipment, accessories and any other tools — Help protect lifting devices and accessories and tools from potential damage — Detect faulty operation of equipment or defective materials and notify your supervisor — Report any non-conformity 	

5. REQUIRED KNOWLEDGE	
<input checked="" type="checkbox"/> Computer Literacy:	
<input type="checkbox"/> Other:	

6. ATTITUDES & REQUIREMENTS		(Presented in alphabetic order)
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other:
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	



I DEPARTMENT AND POSITION	
Department	Production
Job Title	Shipping and Receiving Supervisor
Job Classification & Code	

II ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	High school or GED diploma Prior shipping and supervision/planning experience Experience working in a construction and/or manufacturing environment
TECHNICAL SKILLS	Basic mathematical skills
OCCUPATIONAL CERTIFICATION	Crane Operator's Certificate (incl. Dept of Transportation Medical Examiner Certificate)

III DUTIES SUMMARY	
<ul style="list-style-type: none"> — Report to Plant Manager — Coordinate activities with other work units or departments — Ascertain that the material being shipped matches that shown on the shipping bill/document — Compile the fabricated steel pieces/components/assemblies to be shipped, as instructed by Project Management — Determine the shipping loads — Maximize loading efficiency — Supervise the work involving loading and unloading, slinging, rigging, lifting and moving of material and steel pieces/components of various shapes and weights, using remote-controlled devices such as overhead cranes, hoisting devices/gear, slings — Ensure that the loads are safely placed, steadied and secured to the trailer bed and that the weight is evenly distributed — Ensure that your group follows the signal system when operating the various lifting apparatus — Ensure that your group follows each device's load/tolerance limits, specific requirements and principal features — Ensure that your personnel inspects all equipment/devices and accessories before use to make sure they are in good order and condition at all times — Receiving - drawings validation for receiving — Close non-conformity reports — Any other related duties as instructed 	

IV RESPONSIBILITIES	
<p>In performing your duties or tasks, you are required to:</p> <ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards — Keep your work area clean — Clean and properly store equipment, accessories and any other tools at the end of the shift — Help protect lifting devices and accessories and tools from potential damage — Detect faulty operation of equipment or defective materials and notify your supervisor — Report any non-conformity 	

V REQUIRED KNOWLEDGE	
<input checked="" type="checkbox"/>	Computer Literacy: Basic knowledge of computers, ADF's internal Integrated Production System ("IPS")
<input type="checkbox"/>	Other:

VI ABILITIES & REQUIREMENTS <i>(Presented in alphabetic order)</i>		
<input type="checkbox"/>	Ability to work autonomously	<input type="checkbox"/>
<input type="checkbox"/>	Act with maturity	<input type="checkbox"/>
<input type="checkbox"/>	Attentiveness to detail	<input type="checkbox"/>
<input type="checkbox"/>	Communication skills (spoken)	<input type="checkbox"/>
<input type="checkbox"/>	Communication skills (written)	<input type="checkbox"/>
<input type="checkbox"/>	Cooperation	<input type="checkbox"/>
<input type="checkbox"/>	Creativity in the work	<input type="checkbox"/>
<input type="checkbox"/>	Critical analysis/good judgment	<input type="checkbox"/>
<input type="checkbox"/>	Diplomatic skills	<input type="checkbox"/>
<input type="checkbox"/>	Dynamism and motivation	<input type="checkbox"/>
<input type="checkbox"/>	Flexibility in adapting to new work	<input type="checkbox"/>
<input type="checkbox"/>	Flexibility in working hours	<input type="checkbox"/>
<input type="checkbox"/>	Initiative	<input type="checkbox"/>
<input type="checkbox"/>	Leadership skills	<input type="checkbox"/>
<input type="checkbox"/>	Manual dexterity	<input type="checkbox"/>
<input type="checkbox"/>	Organization skills	<input type="checkbox"/>
<input type="checkbox"/>	Respect toward authority	<input type="checkbox"/>
<input type="checkbox"/>	Respecting rules of confidentiality	<input type="checkbox"/>
<input type="checkbox"/>	Selling and negotiating skills	<input type="checkbox"/>
<input type="checkbox"/>	Sense of accountability	<input type="checkbox"/>
<input type="checkbox"/>	Speed of execution	<input type="checkbox"/>
<input type="checkbox"/>	Stress tolerance	<input type="checkbox"/>
<input type="checkbox"/>	Teamwork	<input type="checkbox"/>
<input type="checkbox"/>	Willing to travel for business	<input type="checkbox"/>
<input type="checkbox"/>	Other:	<input type="checkbox"/>

DEPARTMENT AND POSITION	
Department	Production
Job Title	Welder Level C
Job Classification & Code	

ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	Completion of an accredited welding program or Min. [4,000] hours of relevant welding experience from which comparable knowledge, skills and abilities have been achieved or A combination of min. [2,000] hours of relevant welding experience and training from which comparable knowledge, skills and abilities have been achieved
TECHNICAL SKILLS	<ul style="list-style-type: none"> — Read and interpret blue prints and welding codes and symbols — Executing simple welds, as instructed — Accomplishing required tasks within a specified time, that is considered adequate for that job classification — Safely operate various power hand tools used to prepare, shape and clean the metal pieces, such as grinding machine, drill and cutting torch
OCCUPATIONAL CERTIFICATION	Industry Certifications: AWS and CWB (Canadian Welding Bureau) Processes Certifications: Shielded Metal Arc Welding (SMAW) Flux-Cored Arc Welding (FCAW) Metal Arc Welding (GMAW)

DUTIES SUMMARY	
<ul style="list-style-type: none"> — Weld or join metal components, fill holes, indentations, or seams of fabricated metal products using hand-welding or flame-cutting equipment — Weld components in flat and horizontal positions — Gouge and clean metal pieces — Use the optimum welding technique to ensure minimal misfit or correction of misalignments (considering quality and quantity of weld deposits) — Operate manual or semi-automatic welding equipment using the various processes (see above "Processes Certifications") — Set up and operate hand and power tools common to the welding trade, such as [grinder, chipper, die grinder] — Prepare all material surfaces to be welded, ensuring that there is no loose or thick scale, slag, moisture, grease, or other foreign matter — Remove rough spots from workpieces, using portable grinders, hand files, or scrapers — Select and install torches, torch tips, filler rods according to welding chart specifications, or types and thicknesses of metals — Signal crane operators to move large workpieces — Any other related duties as instructed 	

RESPONSIBILITIES	
In performing your duties or tasks, you are required to:	
<ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions, fabrication standards and welding procedures — Keep your work area clean — Clean and properly store tools/equipment at the end of the shift — Help protect equipment/tools from potential damage — Detect faulty operation of equipment or defective materials and notify your supervisor — Report any non-conformity to supervisor 	

REQUIRED KNOWLEDGE	
<input type="checkbox"/>	Computer Literacy:
<input type="checkbox"/>	Other:

ATTITUDES AND REQUIREMENTS		(Presented in alphabetic order)
<input type="checkbox"/>	Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation
<input type="checkbox"/>	Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work
<input type="checkbox"/>	Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours
<input type="checkbox"/>	Communication skills (spoken)	<input type="checkbox"/> Initiative
<input type="checkbox"/>	Communication skills (written)	<input type="checkbox"/> Leadership skills
<input type="checkbox"/>	Cooperation	<input type="checkbox"/> Manual dexterity
<input type="checkbox"/>	Creativity in the work	<input type="checkbox"/> Organization skills
<input type="checkbox"/>	Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority
<input type="checkbox"/>	Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality
		<input type="checkbox"/> Selling and negotiating skills
		<input type="checkbox"/> Sense of accountability
		<input type="checkbox"/> Speed of execution
		<input type="checkbox"/> Stress tolerance
		<input type="checkbox"/> Teamwork
		<input type="checkbox"/> Willing to travel for business
		<input type="checkbox"/> Other: _____

JOB DESCRIPTION



1) DEPARTMENT AND POSITION	
Department	Production
Job Title	Welder Level B
Job Classification #, Code	

2) ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	Completion of an accredited welding program and min. [2,000] hours of relevant welding experience or Min. [6,000] hours of relevant welding experience from which comparable knowledge, skills and abilities have been achieved or A combination of min. [4,000] hours of relevant welding experience and training from which comparable knowledge, skills and abilities have been achieved or Achieved ADF's [Welder Level C] job classification
TECHNICAL SKILLS	— Competent in various welding techniques — Skilled in flat, horizontal and vertical welding process positions — Good speed of execution — Ability to work independently with minimal supervision
OCCUPATIONAL CERTIFICATION	Industry Certifications: AWS and CWB (Canadian Welding Bureau) Processes Certifications: Shielded Metal Arc Welding (SMAW) Flux-Cored Arc Welding (FCAW) Metal Arc Welding (GMAW)

3) DUTIES SUMMARY	
<ul style="list-style-type: none"> — Weld or join metal components, fill holes, indentations, or seams of fabricated metal products using hand-welding or flame-cutting equipment — Weld components in flat, horizontal and vertical positions — Gouge and clean metal pieces — Use the optimum welding technique to ensure minimal misfit or correction of misalignments (considering quality and quantity of weld deposits) — Operate manual or semi-automatic welding equipment using the various processes (see above "Processes Certifications") — Monitor fitting, burning, and welding processes to avoid overheating of parts of warping, shrinking, distortion, or expansion of materials — Set up and operate hand and power tools common to the welding trade, such as [grinder, chipper, die grinder] — Prepare all material surfaces to be welded, ensuring that there is no loose or thick scale, slag, moisture, grease, or other foreign matter — Remove rough spots from workpieces, using portable grinders, hand files, or scrapers — Select and install torches, torch tips, filler rods according to welding chart specifications, or types and thicknesses of metals — Signal crane operators to move large workpieces — Any other related duties as instructed 	

4) RESPONSIBILITIES	
In performing your duties or tasks, you are required to:	
<ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions, fabrication standards and welding procedures — Keep your work area clean — Clean and properly store tools/equipment — Help protect equipment/tools from potential damage — Detect faulty operation of equipment or defective materials and notify your supervisor — Report any non-conformity to supervisor 	

5) REQUIRED KNOWLEDGE	
<input type="checkbox"/> Computer Literacy:	
<input type="checkbox"/> Other:	

6) ATTITUDES AND REQUIREMENTS		(Presented in alphabetic order)
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other:
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

3. DEPARTMENT AND POSITION	
Department	Production
Job Title	Welder Level A
Job Classification & Code	

3. ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	Completion of an accredited welding program and a min of [4,000] hours of relevant welding experience or Min. [8,000] hours of relevant welding experience from which comparable knowledge, skills and abilities have been achieved or A combination of min. [6,000] hours of relevant welding experience and training from which comparable knowledge, skills and abilities have been achieved or Achieved ADF's [Welder Level B] job classification
TECHNICAL SKILLS	<ul style="list-style-type: none"> — Combining speed of execution and quality workmanship — Proficient in performing complex welds — Mastering all four welding process positions — Ability to work independently with no supervision
OCCUPATIONAL CERTIFICATION	Industry Certifications: AWS and CWB (Canadian Welding Bureau) Processes Certifications: Shielded Metal Arc Welding (SMAW) Flux-Cored Arc Welding (FCAW) Metal Arc Welding (GMAW)

4. DUTIES SUMMARY	
<ul style="list-style-type: none"> — Weld or join metal components, fill holes, indentations, or seams of fabricated metal products using hand-welding or flame-cutting equipment — Weld components in all positions (flat, horizontal, vertical, and overhead positions) — Gouge and clean metal pieces — Use the optimum welding technique to ensure minimal misfit or correction of misalignments (considering quality and quantity of weld deposits) — Operate manual or semi-automatic welding equipment using the various processes [see above "Processes Certifications"] — Monitor fitting, burning, and welding processes to avoid overheating of parts of warping, shrinking, distortion, or expansion of materials — Set up and operate hand and power tools common to the welding trade, such as [grinder, chipper, die grinder] — Prepare all material surfaces to be welded, ensuring that there is no loose or thick scale, slag, moisture, grease, or other foreign matter — Remove rough spots from workpieces, using portable grinders, hand files, or scrapers — Select and install torches, torch tips, filler rods according to welding chart specifications, or types and thicknesses of metals — Signal crane operators to move large workpieces — Any other related duties as instructed 	

5. RESPONSIBILITIES	
In performing your duties or tasks, you are required to: <ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions, fabrication standards and welding procedures — Keep your work area clean — Clean and properly store tools/equipment — Help protect equipment/tools from potential damage — Detect faulty operation of equipment or defective materials and notify your supervisor — Report any non-conformity to supervisor 	

6. REQUIRED KNOWLEDGE	
<input type="checkbox"/> Computer Literacy:	
<input type="checkbox"/> Other:	

7. APITUDES AND REQUIREMENTS <small>(Presented in alphabetic order)</small>		
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other:
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

DEPARTMENT AND POSITION	
Department	Production
Job Title	Welder Group Leader
Job Classification & Code	

ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	Refer to Welder Level A
TECHNICAL SKILLS	<p>Refer to Welder Level A</p> <ul style="list-style-type: none"> — Competency in supervising a group of up to 5 people — Good knowledge/understanding of the group's tasks and responsibilities — Ability to plan and organize the group's work/schedule — Skills and ability to clearly communicate — Ability to coach other less experienced fitters improving their performance/skills
OCCUPATIONAL CERTIFICATION	Refer to Welder (all levels)

DUTIES SUMMARY	
<p>In addition to the Welder Level B duties and responsibilities, the Group Leader's tasks involve:</p> <ul style="list-style-type: none"> — Planning, organizing and supervising the work and schedule of a team of up to 5 people — Coaching other less experienced welders improving their performance/skills — Assist other team members in doing a task, when required — Answer any question/queries from team members — Perform tasks using the overhead cranes, when required 	

RESPONSIBILITIES	
<p>In performing your duties or tasks, you are required to:</p> <ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions, fabrication standards and welding procedures — Keep your work area clean — Clean and properly store tools/equipment — Help protect equipment/tools from potential damage — Detect faulty operation of equipment or defective materials and notify your supervisor — Report any non-conformity to supervisor 	

REQUIRED KNOWLEDGE	
<input type="checkbox"/> Computer Literacy:	
<input type="checkbox"/> Other:	

ATTITUDES AND REQUIREMENTS <small>(Presented in alphabetic order)</small>		
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other:
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

DEPARTMENT AND NEEDS	
Department	Production
Job Title	Welder - Submerged Arc
Job Classification & Code	

CAREER LEVEL REQUIREMENTS	
EDUCATION/TRAINING & EXPERIENCE	<p>Completion of an accredited welding program and a min of [4,000] hours of relevant welding experience</p> <p><i>or</i> Min. [8,000] hours of relevant welding experience from which comparable knowledge, skills and abilities have been achieved</p> <p><i>or</i> A combination of min. [6,000] hours of relevant welding experience and training from which comparable knowledge, skills and abilities have been achieved</p> <p><i>or</i> Achieved ADF's [Welder Level B] job classification</p>
TECHNICAL SKILLS	
OCCUPATIONAL CERTIFICATION	<p>Industry Certifications: AWS and CWB (Canadian Welding Bureau)</p> <p>Processes Certifications: Submerged Arc Welding (SAW) Shielded Metal Arc Welding (SMAW) Flux-Cored Arc Welding (FCAW) Metal Arc Welding (GMAW)</p>

<p>Set up and operate tools and equipment common to the submerged arc welding trade and determine the required amps, volts, pressure and quantity of supply as well as the speed of the rollers, rotators and positioner used for placing or holding a steel piece/component in position during an operation</p> <p>Meet the requirement for non destructive elements or equivalent</p> <p>Weld or join metal components, fill holes, indentations, or seams of fabricated metal products</p> <p>Weld components in [all positions (flat, horizontal, vertical and overhead)]</p> <p>Gouge and clean metal pieces</p> <p>Use the optimum welding technique to ensure minimal misfit or correction of misalignments (considering quality and quantity of weld deposits)</p> <p>Operate manual or semi-automatic welding equipment using the various processes [see above "Processes Certifications"]</p> <p>Monitor fuming, burning, welding processes to avoid overheating of parts of warping, shrinking, distortion, or expansion of materials</p> <p>Prepare all material surfaces to be welded, ensuring that there is no loose or thick scale, slag, moisture, grease, or other foreign matter</p> <p>Remove rough spots from workpieces, using portable grinders, hand files, or scrapers</p> <p>Select and install torches, torch tips, filler rods according to welding chart specifications, or types and thicknesses of metals</p> <p>Signal crane operators to move large workpieces</p> <p>Any other related duties as instructed</p>

<p>RESPONSIBILITIES</p> <p>In performing your duties or tasks, you are required to:</p> <ul style="list-style-type: none"> Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program Know and follow safe work practices Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions, fabrication standards and welding procedures Keep your work area clean Clean and properly store tools/equipment Help protect equipment/tools from potential damage Detect faulty operation of equipment or defective materials and notify your supervisor Report any non-conformity to supervisor

<p>REQUIRED EDUCATION</p> <p><input type="checkbox"/> Computer Literacy:</p> <p><input type="checkbox"/> Other:</p>
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CAPABILITY AND ABILITIES (Presented in alphabetic order)		
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

1 DEPARTMENT AND POSITION	
Department	Production
Job Title	Assistant-Plant Manager
Job Classification & Code	

2 ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	College degree/certificate in (production management, or mechanical engineering or industrial engineering), and a minimum of (1) year of relevant work experience or Min. (3) years of relevant work experience from which comparable knowledge, skills and abilities have been achieved Experience in production control, planning, inventory control and materials Experience in the steel or construction industry
TECHNICAL SKILLS	Reading and interpreting blueprints
OCCUPATIONAL CERTIFICATION	

3 DUTIES SUMMARY	
<ul style="list-style-type: none"> — Report to and assist the Plant Manager in his daily duties and responsibilities — Fabrication progress data entry on a daily basis — Follow-up work progress with Section foremen — Compile the hours worked by the employees and validate the information with the Section foremen — Coordinate and monitoring employees' annual vacation periods, sick leaves, absenteeism, tardiness, etc. — Plan staff movement (reassignment/reorganization) — Assume responsibility of plant management in the Plant Manager's absence, as assigned — Responsible for overall activities involving fabrication scheduling <ul style="list-style-type: none"> — Responsible for keeping projects running on schedule — Create production schedules — Plan production start/end dates and work schedules using information/data provided by the Project Manager — Monitor fabrication schedules and makes changes when necessary (due to missing resources/delay in material delivery or equipment failure) — Keep track of fabrication work progress/sequences and delivery and anticipate any problem that could affect the schedule — Analyze requirements in order to anticipate demand — Interact and meet with Project Managers and Plant Foremen on a regular basis to enquire and inform of changes, shift in schedule, staff movement, etc. — Modify schedules to suit requirements and time constraints and formulate solutions if/when production falls behind — Monitor inventory levels and head up annual physical inventories — Any other related duties as instructed 	

4 RESPONSIBILITIES	
In performing your duties or tasks, you are required to: <ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know, follow and ensure compliance of safe work practices by all those concerned — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards and labor agreement 	

5 REQUIRED KNOWLEDGE	
<input checked="" type="checkbox"/> Computer Literacy:	Basic knowledge of computers, ADF's IPS system; Timezone
<input type="checkbox"/> Other:	

6 ATTITUDES & REQUIREMENTS		(Presented in alphabetic order)
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

I) DEPARTMENT AND POSITION	
Department	Production
Job Title	Plant Manager
Job Classification & Code	

II) ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	College degree/certificate in [production management, or mechanical engineering or industrial engineering], and a minimum of [3] years of relevant work experience or Min. [5] years of relevant work experience from which comparable knowledge, skills and abilities have been achieved
	Experience in management and work relations Experience in the steel or construction industry
TECHNICAL SKILLS	Reading and interpreting blueprints
OCCUPATIONAL CERTIFICATION	

III) DUTIES SUMMARY	
<ul style="list-style-type: none"> — Report to the General Manager — Supervise plant foremen and production staff — Responsible for the safe operation, regulatory compliance, continuous improvement, production, and cost management — Plan, coordinate and monitor activities involving the quality of the work/products, productivity, and resources required to meet the production schedules and timescale for the completion of mandates/projects — Plan and assign work schedules/shifts and fabrication/operation tasks to maximize workforce productivity — Ensure and follow-up implementation/compliance of Company and industry-established rules, regulations, policies and procedures in effect, including health and safety (OSHA), work conditions, environment, quality system/program and labor agreement — Recommend improvements to optimize quality, productivity and cost effectiveness (including equipment utilization, upgrades, replacement, as well as employees' training and mentoring) — Assist foremen and QC/QA Manager resolve fabrication problems — Handle all reported production-related non-conformities and plan the work to minimize impact thereof on production activities — Participate in the discussions and negotiations with regard to the labor agreement and amendments thereof, and ensure compliance by all those concerned by the agreement — Meet and interact with plant employees on a regular basis, and as required, provide guidance and updates, inform of any changes in schedule, fabrication sequences, methods, etc. — In collaboration with Human Resources Department identify and establish the qualifications/skills required for each trade and all other plant-related positions, as well as the training needs in collaboration with the QC/QA Manager — Coordinate/monitor employees' annual vacation periods, taking into account available resources to meet fabrication schedules, priorities and clients' requirements and expectations — Plan and coordinate staff movement — Interview, hire and terminate and/or layoff plant employees (assisted by Human Resources Department) — Assign objectives and monitor performance of subordinate personnel and perform scheduled performance appraisals — Any other related duties as instructed 	

IV) RESPONSIBILITIES	
In performing your duties or tasks, you are required to:	
<ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know, follow and ensure compliance of safe work practices by all those concerned — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards and collective bargaining or labor agreement — Facilitate and maintain good working relations between the plant personnel and management — Facilitate and maintain open communication channels, promote cooperation, and good working relations between departments — Production document control 	

V) REQUIRED KNOWLEDGE	
<input checked="" type="checkbox"/> Computer Literacy:	Basic knowledge of computers, Windows, ADF's IPS system; Timezone
<input type="checkbox"/> Other:	

VI) ATTITUDES & REQUIREMENTS		
<i>(Presented in alphabetic order)</i>		
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attention to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other:
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

JOB DESCRIPTION



I. DEPARTMENT AND POSITION	
Department	Accounting
Job Title	Accounting Clerk/Paymaster
Job Classification & Code	

II. ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	Associate degree in Accounting and min. [3] years of relevant experience General ledger (debit and credit) accounting experience
SKILLS/APTITUDE/QUALIFICATIONS	<ul style="list-style-type: none"> - Detail-oriented - Good organizational skills - Ability to analyze and solve problems - Great ability to sort, check, count, and verify numbers - Solid knowledge of payroll policies and procedures
OCCUPATIONAL CERTIFICATION	Chartered accountant

III. DUTIES SUMMARY	
<ul style="list-style-type: none"> - Report to the General Manager - Performing various clerical and routine accounting tasks - Maintaining the company books by reconciling expense accounts - Preparing reports for Management - Preparing monthly financial reports - Posting the day's receipts, filing and tallying deposits - Verifying and reconciling input to financial reporting system output - Processing payments and assisting in preparation of billings and other financial report - Reconciliation and making payment of all approved expenditures for the company - Responding to inquiries and contacting other departments/vendors/clients to resolve a variety of problems and/or delinquent accounts - Posting payments to the correct accounts, preparing and arrange for bank deposits - Compiling and maintaining accounting records for all payable systems (incl. reconciling invoices with purchase orders, paying invoices by writing checks or using electronic payment methods) - Preparing payroll and all related transactions - Verifying employees' time and vacation periods - Performing miscellaneous job-related duties as assigned 	

IV. RESPONSIBILITIES	
<p>In performing your duties or tasks, you are required to:</p> <ul style="list-style-type: none"> - Know and follow Corporate policies and procedures - Keep your work area clean - Maintain confidentiality of sensitive and material information - Ensures all expenses/accounts are paid in a timely fashion 	

V. REQUIRED KNOWLEDGE	
<input checked="" type="checkbox"/> Computer Literacy:	Knowledge of accounting computer systems and software
<input type="checkbox"/> Other:	

VI. APTITUDES AND REQUIREMENTS		(Presented in alphabetic order)
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

JOB DESCRIPTION

1) DEPARTMENT AND POSITION		
Department	Administration	
Job Title	Administrative Assistant	
Job Classification & Code		
2) ENTRY LEVEL PRE-REQUISITES		
EDUCATION/TRAINING & EXPERIENCE	High school diploma or higher Min. (5) years experience as an administrative assistant	
SKILLS/APTITUDE/QUALIFICATIONS	<ul style="list-style-type: none"> — Solid organizational skills — Ability to work independently or with a team — Detail-oriented — Excellent writing and communication skills — Ability to multitask — Good interpersonal and discretionary skills 	
OCCUPATIONAL CERTIFICATION		
3) DUTIES SUMMARY		
<ul style="list-style-type: none"> — Report and provide administrative support to the General Manager — Provide secretarial support to middle management (Project Managers, Sales Representative, QC/QA and HR), when requested — General office management — In charge of the reception and front office — Perform various project-based work — Prepare reports and other documents. — Greet clients and visitors (reception area) — Draft (and revise) all correspondences (letters, emails, documents) — Sort incoming mail/email, and answer and screen incoming calls and various requests for information and direct to the proper person/department accordingly — Maintaining a general filing system (hard copies and electronically) and documenting all the correspondence — Maintains the GM's agenda; scheduling meetings and appointments, arrange business trips — Plan meetings and organize conference calls (prepare all documentation, notice of meeting, minutes of meeting and distribution thereof) — In collaboration with the Corporation's Public Relations Department, schedule/organize public events/GM's appearances (presentations/speeches/interviews, etc.) — Organize and coordinate other events such as tours of the plant (all requests must receive the GM's approval and first discussed with Production Dept.) — Any other related duties as instructed 		
4) RESPONSIBILITIES		
<p>In performing your duties or tasks, you are required to:</p> <ul style="list-style-type: none"> — Know and follow Corporate policies and procedures — Keep your work area clean — Maintain confidentiality of sensitive and material information — Respond in a timely manner 		
5) REQUIRED KNOWLEDGE		
<input checked="" type="checkbox"/> Computer Literacy:	Sound knowledge of computer software (word processing, spreadsheet, powerpoint), Outlook	
<input type="checkbox"/> Other:	Office equipment (fax, photocopier, scan, printers)	
6) APTITUDES AND REQUIREMENTS (Presented in alphabetic order)		
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	_____
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	_____

I. DEPARTMENT AND POSITION	
Department	Administration and Production
Job Title	Office Clerk (incl. Reprography)
Job Classification & Code	

II. ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	High school (GE) diploma or higher [-] years of relevant office experience
SKILLS/APTITUDE/QUALIFICATIONS	<ul style="list-style-type: none"> - Organizational skills - Ability to work independently or with a team - Good writing and communication skills - Strong attention to detail and the ability to multitask
OCCUPATIONAL CERTIFICATION	

III. DUTIES	
<ul style="list-style-type: none"> - Report to the General Manager - General office work - Assist the administrative assistant in her duties - Sorting and delivering mail and prepare outgoing mail (including registered mail; acknowledge of receipt, etc.) - Prepare/organize special courier shipping slips - Perform data entry - Shop drawings data log and verification - Prepare the erection divisions, as per the Project Manager's instructions - Stamp drawings - Drawings maintenance in the system - Indexing in CADlog system - Prepare and issue shipping transmittals as instructed - Reproduction of documents/drawings/codes & standards, prepare binders, booklets, etc. - Assist the Project Managers and Project engineers in their tasks as instructed - Replace the receptionist during her absence - Any other related duties as instructed 	

IV. RESPONSIBILITIES	
<p>In performing your duties or tasks, you are required to:</p> <ul style="list-style-type: none"> - Perform the work with accuracy - Respect the project requirements and specifications - Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program - Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions, fabrication standards and welding procedures 	

V. REQUIRED KNOWLEDGE	
<input checked="" type="checkbox"/> Computer Literacy:	Basic knowledge of computers and software (Windows, Word)
<input checked="" type="checkbox"/> Other:	Operating office machinery, such as fax machines, copy machines, scanners and printers

VI. ATTITUDES AND REQUIREMENTS <i>(Presented in alphabetic order)</i>		
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

1. DEPARTMENT AND POSITION	
Department	Engineering
Job Title	Project Engineer
Job Classification & Code	

2. ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	Civil engineering degree or higher. Master degree is a plus 5 to 10 years of engineering experience
SKILLS/APTTITUDE/QUALIFICATIONS	<ul style="list-style-type: none"> — Solid organizational skills — Good negotiation skills — Strong written and communication skills — Ability to work independently and with a team — Strong attention to detail and the ability to multitask — Reading and interpreting blue prints
OCCUPATIONAL CERTIFICATION	

3. DUTIES SUMMARY	
<ul style="list-style-type: none"> — Report to the [General Manager] — Supervise of the contract's technical aspects — Design and fabrication planning — Fabrication supervision — Supervision of the project's applicable codes — Answer questions related to shop drawings — Follow-up with the detailing department to make sure ADF standards are applied — Develop and update ADF's standards — Perform assembly surveys — Act as the link between the Engineering and Production Departments — Offer technical assistant to management and to the Estimating Department 	

4. RESPONSIBILITIES	
<p>In performing your duties or tasks, you are required to:</p> <ul style="list-style-type: none"> — Supervise the technical staff (detailers and engineers) assigned to the project — Make sure that the developed processes are feasible — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions, fabrication standards and welding procedures 	

5. REQUIRED KNOWLEDGE	
<input checked="" type="checkbox"/> Computer Literacy:	Basic computer knowledge (Windows), MS project; [ADF's internal software IPS] AutoCAD, SAP 2000 or equivalent
<input type="checkbox"/> Other:	

6. ABILITIES AND REQUIREMENTS <i>(Presented in alphabetic order)</i>		
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentionness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

II DEPARTMENT AND POSITION	
Department	Administration
Job Title	Project Manager
Job Classification & Code	

III ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	Combination of a college degree in civil engineering and [•] years of related work experience or [•] years of project management experience and construction experience, from which comparable knowledge, skills and abilities have been achieved
SKILLS/APTTITUDE/QUALIFICATIONS	<ul style="list-style-type: none"> — Solid organizational skills — Good leadership and negotiation skills — Strong written and communication skills — Ability to work independently and with a team — Strong attention to detail and the ability to multitask — Reading and interpreting blue prints
OCCUPATIONAL CERTIFICATION	

IV DUTIES SUMMARY	
<ul style="list-style-type: none"> — Report to the General Manager — Overall responsibility for the successful planning, execution, monitoring, control and closure of a project (from the project's kick-off meeting to the final delivery and archiving of all documentation pertaining to the said project) — Carry out project in accordance with established cost, time and scope. — Prepare a detailed project schedule in accordance with the Client's project schedule and in concert with the production department — Estimate and price all contractual changes in concert with the Corporation's Sales and Estimating Department — Manage and coordinate all client, subcontractors, site and production department's requirements — Coordinate, follow-up and keep record of all requests for information (RFI). Promptly inform all the concerned department upon approval — Establish, coordinate and closely follow-up fabrication (dates/sequences/divisions) in concert with the production department, and in accordance with the Client's project schedule — Plan, schedule and coordinate delivery dates/sequences with the client, site staff and [Shipping Department] — Plan, schedule and coordinate procurement — and receiving — of material (steel) with the [Corporation's Procurement Department] which prepares the Advance Bill of Material (ABM list) based on the project's requirements and schedule — Plan, coordinate and follow-up fabrication work that needs to be outsourced with the [Subcontracting Manager] — In accordance with Corporation's quality management system, perform a quality assessment of the subcontractor's facilities prior to the start of the work, in concert with [QA\QC Manager] — Regularly visit the subcontractor's plant during fabrication to ensure compliance with ADF's quality requirements and policies, and to track the progress of the work — Prepare and coordinate monthly billing to client and follow-up progressive payment requests — Travel to the project's construction site to meet/discuss with site staff and client — Any other related duties, as required 	

V RESPONSIBILITIES	
<p>In performing your duties or tasks, you are required to:</p> <ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards — Ensure that the project runs smoothly, that it is executed within schedule and kept within budget 	

VI REQUIRED KNOWLEDGE	
<input checked="" type="checkbox"/> Computer Literacy:	Basic computer knowledge (Windows); [ADF's internal software IPS]
<input type="checkbox"/> Other:	

VII APTTITUDES AND REQUIREMENTS <i>(Presented in alphabetic order)</i>		
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other:
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

1) DEPARTMENT AND POSITION	
Department	Administration
Job Title	Marketing/Sales Representative
Job Classification & Code	

2) ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	Marketing/sales background (with engineering background) and a min. of [-] years of work experience (in the construction and/or structural steel) or A minimum of [+] years of relevant work experience from which comparable knowledge, skills and abilities have been achieved
SKILLS/APTITUDE/QUALIFICATIONS	<ul style="list-style-type: none"> — Good negotiation skills — Strong written and communication skills — Solid organizational skills — Ability to work independently and with a team
OCCUPATIONAL CERTIFICATION	

3) DUTIES SUMMARY	
As a member of ADF's Business Development Team, responsibilities include:	
<ul style="list-style-type: none"> — Marketing the company and projects — Frequent (50%) travel throughout assigned territory to meet with regular and prospective customers — Establishing and maintaining lists of projects out for tender — Manage all customer queries and service requirements — Interact with customers and engineering consultants on a regular basis — Maintain a positive work environment to communicate effectively with customers and colleagues — Any other related duties, as required 	

4) RESPONSIBILITIES	
In performing your duties or tasks, you are required to:	
<ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards — Responsible for building a client base within an assigned territory, the Mountain States 	

5) REQUIRED KNOWLEDGE	
<input checked="" type="checkbox"/> Computer Literacy:	Basic knowledge of computer and software (Windows)
<input checked="" type="checkbox"/> Other:	Valid driver's license and passport

6) ABILITIES AND REQUIREMENTS <i>(Presented in alphabetic order)</i>		
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	_____
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	_____

JOB DESCRIPTION



1. DEPARTMENT AND POSITION	
Department	Administration
Job Title	Custodian
Job Classification & Code	

2. ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	High school (GE) diploma Basic carpentry, painting electric and plumbing experience (is a plus)
TECHNICAL SKILLS	
OCCUPATIONAL CERTIFICATION	

3. DUTIES SUMMARY	
<ul style="list-style-type: none"> — Report to the [General Manager] — Keeping the offices clean and safe — Keep restrooms clean and sanitary (offices and plant) and replenish restrooms supplies — Clean lobby, hallways and break rooms on a daily basis — Sweep, mop, scrub floors and stairs and keep them debris-free — Clean windows, fixtures — Replacing light bulbs — Dusting office furniture and equipment — Emptying trash bins and other waste containers — Repair drywall and painting — Keep walkways free of snow — Regularly check the inventory (cleaning/disinfectant, supplies, equipment) and order when appropriate — Any other related duties as instructed and/or ad hoc projects as needed 	

4. RESPONSIBILITIES	
<p>In performing your duties or tasks, you are required to:</p> <ul style="list-style-type: none"> — Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program — Know and follow safe work practices — Know and follow Corporate policies and procedures, including OSHA safety rules and regulations in effect, as well as ADF's work instructions and fabrication standards — Keep your work area clean — Clean and properly store equipment, accessories and any other tools at the end of the shift — Help protect equipment and tools from potential damage — Detect faulty operation of equipment or defective materials and notify your supervisor — Report any non-conformity 	

5. REQUIRED KNOWLEDGE	
<input type="checkbox"/> Computer Literacy:	
<input checked="" type="checkbox"/> Other:	Read, understand and follow instruction labels and safety symbols on cleaning/disinfectant products

6. ATTITUDES AND REQUIREMENTS <i>(Presented in alphabetic order)</i>		
<input type="checkbox"/> Ability to work autonomously	<input type="checkbox"/> Dynamism and motivation	<input type="checkbox"/> Selling and negotiating skills
<input type="checkbox"/> Act with maturity	<input type="checkbox"/> Flexibility in adapting to new work	<input type="checkbox"/> Sense of accountability
<input type="checkbox"/> Attentiveness to detail	<input type="checkbox"/> Flexibility in working hours	<input type="checkbox"/> Speed of execution
<input type="checkbox"/> Communication skills (spoken)	<input type="checkbox"/> Initiative	<input type="checkbox"/> Stress tolerance
<input type="checkbox"/> Communication skills (written)	<input type="checkbox"/> Leadership skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Cooperation	<input type="checkbox"/> Manual dexterity	<input type="checkbox"/> Willing to travel for business
<input type="checkbox"/> Creativity in the work	<input type="checkbox"/> Organization skills	<input type="checkbox"/> Other:
<input type="checkbox"/> Critical analysis/good judgment	<input type="checkbox"/> Respect toward authority	
<input type="checkbox"/> Diplomatic skills	<input type="checkbox"/> Respecting rules of confidentiality	

1) DEPARTMENT AND POSITION

Department	Administration
Job Title	General Manager
Job Classification & Code	

2) ENTRY LEVEL PRE-REQUISITES:

EDUCATION/TRAINING & EXPERIENCE

Minimum of (•) years of experience in management
 Prior experience in project management
 Prior experience in structural steel fabrication
 Industrial engineering background (and/or solid knowledge in civil/structural engineering)
 Have a thorough understanding of accounting

TECHNICAL SKILLS

- Superior leadership skills
- Solid negotiating skills
- Excellent communication skills and good listening skills
- Team-building
- Strong analytical skills
- Decision-making skills, problem-solving skills and conflict-management abilities
- Reading and interpreting blue prints

OCCUPATIONAL CERTIFICATION

3) DUTIES

- Report directly, and take direction from, the Corporation's Chief Executive Officer
- Responsible for the overall day-to-day operations of the Montana Unit and the smooth and efficient operations of the business according to Corporation policy
- Responsible for effective planning, delegating, coordinating, staffing, organizing, and decision making to achieve the desirable results/goals
- Set the goals for each department to fit with the Corporation's strategic plan and goals
- Prepare and present quarterly/yearly budgets, analysis and reports as needed for the CEO's approval
- Manages the Unit's resources within those budget guidelines
- Meeting and negotiating with clients, suppliers, etc.
- Attend Corporation's Management Meetings
- Contract negotiations and project estimating
- Interface with the community
- Manage financial and physical resources of the Unit
- Direct and oversee production activities and personnel
- Manage the human resources of the Unit according to the Corporation rules, standards, policies and procedures that fully conform to current laws and regulations
- Ensure that Corporation and/or the Unit's policies and procedures are respected by all within the Unit
- Oversee and ensure high safety standards at all time
- Recruit and train managers and supervisors that report to you
- Performance reviews
- Resolve disputes, and ensure smooth labor-management relations (collective bargaining)
- Regularly interface with the employees at all level of the Unit
- Any other related duties as instructed

4) RESPONSIBILITIES

In performing your duties or tasks, you are required to:

- Comply with the Corporation's Quality Management System and Quality Control and Quality Assurance (QC/QA) Program
- Know and follow safe work practices and the plant's health and safety rules and policies
- Know and follow Corporate policies and procedures, including OSHA safety rules and regulations, as well as ADF's work instructions and fabrication standards

5) REQUIRED KNOWLEDGE

- Computer Literacy:** Basic computer knowledge (Windows)

1) DEPARTMENT AND POSITION	
Department	Administration
Job Title	Occupational Health and Safety (OSH) Practitioner
Job Classification & Code	

2) ENTRY LEVEL PRE-REQUISITES	
EDUCATION/TRAINING & EXPERIENCE	Occupational Health and Safety training and [•] years of relevant field experience Experience in construction and/or in a manufacturing environment
SKILLS/APTITUDE/QUALIFICATIONS	<ul style="list-style-type: none"> — Solid organizational and planning skills — Good leadership and negotiation skills — Strong written and communication skills — Ability to work independently with no supervision
OCCUPATIONAL CERTIFICATION	OSHA certification Crane operator certification (incl. Dept. of Transportation Medical Examiner certificate)

3) DUTIES SUMMARY	
<ul style="list-style-type: none"> — Report to the Plant Manager — Implement the Company OSH system — Identify and correct unsafe conditions and/or work practices — Advise management regarding safety standards and regulations, proper methods and equipment — Promote safe work methods and environment through injury and accident prevention — Review, evaluate, and analyze work environments and design programs, procedures and/or work instructions to control, eliminate, and prevent accidents/injuries in the workplace — Routinely inspect and evaluate the workplace environment, equipment/tools and practices, in order to ensure compliance with federal, state, local and Company-established safety rules and regulations, as well as for any potential threats to employees — Provide new-employee health and safety orientations and develop materials for these presentations — Investigate health and safety-related complaints, and recommend appropriate corrective measures and follow-up on their implementation — Investigate and document accidents/injuries to identify causes and to determine how such accidents might be prevented in the future — Recommend measures to help protect workers from potentially hazardous work methods, processes, or materials — Follow-up implementation of recommended corrective measures — Order suspension of activities that pose threats to employees' health and safety — Perform routine inspection of the fire prevention equipment and safety equipment to make sure they are in good working condition at all times — Maintain and update the Company's emergency response plans and procedures — Maintain inventory of first-aid supplies, and replenish when appropriate — Meet with employees, Human Resources Department and Management on a regular basis 	

4) RESPONSIBILITIES	
<p><i>Health and Safety of the Company's employees is regarded as the highest priority</i></p> <ul style="list-style-type: none"> — Overall administration of the Worker's Compensation program — Stay up-to-date with the latest OSHA standards and current regulations (including WHMIS) — Maintain [•] certifications — In performing your duties or tasks, you are required to be aware of ADF's policies and procedures, as well as ADF's work instructions and fabrication standards — Report any non-conformity 	

5) REQUIRED KNOWLEDGE	
<input checked="" type="checkbox"/>	Computer Literacy: Basic knowledge of computers and software (Windows)

1) DEPARTMENT AND POSITION

Department	Administration
Job Title	Quality Control and Quality Assurance Manager
Job Classification & Code	

2) ENTRY LEVEL PRE-REQUISITES

EDUCATION/TRAINING & EXPERIENCE	Quality Management/Assurance Certificate [or Associate Degree] <i>or</i> A combination of [•] years of relevant field experience (construction and/or steel fabrication environment) and training from which comparable knowledge, skills and abilities have been achieved
SKILLS/APTTITUDE/QUALIFICATIONS	<ul style="list-style-type: none"> — Solid organizational skills — Good leadership and negotiation skills — Strong written and communication skills — Ability to work independently and with a team — Strong attention to detail and the ability to multitask — Reading and interpreting blue prints, standards and codes
OCCUPATIONAL CERTIFICATION	International quality standards (ISO; [•]) [Welding Supervisor (Canadian Welding Bureau and American Welding Society)]

3) DUTIES SUMMARY

- Report to the General Manager and the Corporation's QC/QA Manager
- Manage the company's quality system in compliance with the Corporate Quality System
- Ensure application of quality management policies, procedures and work instructions (WI)
- Keep record of the quality controls, in accordance with ADF's Quality Management Manual
- Make sure that measuring and testing instruments are calibrated, as per ADF's Quality Management Manual
- Perform visual inspections and ensure application of testing, as stipulated in ADF's Quality Management Manual
- Perform dimensional inspections of the steel pieces/components, and special dimensional inspections using a total station
- Ensure control of nonconformities
- Ensure application, implementation [and effectiveness ?] of corrective actions
- Check with Project Management to ensure that the subcontractors are in compliance with ADF's quality requirements
- Provide new-employees quality orientation
- Any other related duties as instructed

4) RESPONSIBILITIES

- In performing your duties or tasks, you are required to
- Know and follow safe work practices, and to be aware of ADF's policies and procedures, as well as ADF's work instructions
 - Inspect and approve quality of the pieces/components through visual and/or dimensional inspections
 - Supervise staff assigned to Non-Destructive Testing (NDT)
 - Ensure conformance of inspection processes during, and at the end of fabrication, and keep records thereof
 - Respect requirements and responsibilities with regard to the calibration of the measuring and testing instruments
 - In concert with Project Management, analyze the nonconformities and report all cases to the Corporate QC/QA Manager.

5) REQUIRED KNOWLEDGE

- Computer Literacy:** Windows (Excel); ADF's Integrated Production System (IPS)

ADF International
Hiring timetable
Preliminary estimate

	# employees	Timeline (calendar year)						Total	
		Q1 2013	Q2 2013	Q3 2013	Q4 2013	Q1 2014	Q2 2014		Thereafter
Burner	2		1				1		2
CNC Machine operator	8		2	2		2	2		8
CNC Programmer	1		1						1
Custom clerk	1		1						1
Data entry clerk	1		1						1
Electric mechanic (millwright)	5		2	1	1	1			5
Fitter:									
Helper	2			1			1		2
Apprentice	3			1	1		1		3
C	5			2	1			2	5
B	5			2	1			2	5
A	25		5	5	5	5	5		25
Leader									
Foreman	2		1			1			2
Forklift operator	2		1					1	2
Gantry crane & STT operator	2		1					1	2
Laborer	20		5	5				10	20
H&S practitioner	1		1						1
OH crane operator	8		2	2				4	8
Shipping clerk	5		1	1	1	1	1		5
Shipping supervisor	1		1						1
Welders:									
C	5		1	1	1	1	1		5
B	5		1	1	1	1	1		5
A	20		5	5	3	3	4		20
Leader									
Ass plant manager	1	1							1
QC/QA manager	1		1						1
Plant manager	1	1							1
Accounting clerk	1		1						1
Admin assistant/receptionist	1			1					1
Dir Project Mgr	1	1							1
Estimator	1		1						1
HR technician	1	1							1
Office clerk	1			1					1
Payroll Mgr	1		1						1
Project engineers	1			1					1
Project managers	2		1	1					2
Sales rep	2	2							2
Custodian	1			1					1
GM	1		1						1
Total	146	6	39	34	15	15	17	20	146



Terrebonne, Quebec, December 6th, 2012

Montana Department of Commerce
Business Resources Division

**SUBJECT: ADF International Investment project in Great Falls, Montana
Economic Development Job Creation Project
Business commitment**

To whom it may concern,

ADF Group Inc., through its ADF International subsidiary, announced on November 5, 2012, that it will invest \$24 million to build a new 100,000 ft² structural steel fabrication complex on a 100-acre industrial lot located in Great Falls, in the State of Montana, U.S.A. This investment will allow the Corporation to move closer to the Western Canadian market and to take part in U.S. public infrastructure projects. What's more, the size of the lot will also allow ADF to set up, adjacent to the new facility, a large structural steel fabrication and pre-assembly yard that will provide ADF Group with an important competitive edge to rapidly and effectively serve new sectors and fast-growing markets. We expect that the new plant will be operational during the third quarter of fiscal 2014.

Over the past few months, and with the collaboration of the GFDA, a number of city, business, and state representatives have been met and have enabled ADF to proceed with its operational and financial analysis.

Through this process, ADF was also presented with a series of incentives or grants which could be available for the corporation. These incentives and grants are yet to be finalized. ADF Group clearly understands that these incentives and grants are available upon certain conditions and that these conditions need to be met for the duration of the respective incentive and grant programs. ADF confirms that, unless significant unforeseen events occur, it will comply with the proposed hiring plan, understanding that this plan will be adjusted according to construction timeline, market demand and the availability of resources.

ADF Group is a public company, traded on the Toronto Stock Exchange (TSX) under the DRX ticker. The corporation has been founded more than 55 years ago and has a stellar reputation, not only in Canada but also in the United States and overseas. We value our work, our employees and our partners and will honor our responsibilities in Montana.

If you need any additional information, please do not hesitate to contact the undersigned. Should you want to know more about ADF, please see our website at www.adfgroup.com.

Regards

A handwritten signature in blue ink, appearing to read 'Jean-Francois Boursler'.

Jean-Francois Boursler, CPA, CA
Chief financial officer
ADF Group/ADF International

APPENDIX B: SUB-RECIPIENT AGREEMENT

MONTANA DEPARTMENT OF COMMERCE BIG SKY ECONOMIC DEVELOPMENT TRUST FUND

CATEGORY I: ECONOMIC DEVELOPMENT PROJECTS

THIS AGREEMENT is entered into this 18th day of December, 2012, by *City of Great Falls*, herein referred to as the *City of Great Falls* and *Great Falls Development Authority* a nonprofit local economic development corporation herein referred to as the "Sub-recipient."

WITNESSETH THAT:

WHEREAS, City of Great Falls is the recipient of a Big Sky Economic Development Trust Fund (BSTF) grant by the Montana Department of Commerce, Business Resources Division herein referred to as "the Department," and

WHEREAS, the purpose of the grant is to promote economic development for the residents of the City of Great Falls, and

WHEREAS, the City of Great Falls, desires to sub-grant the BSTF funds to the Sub-recipient and engage the Sub-recipient to manage portions of the BSTF grant on The City of Great Falls' behalf, and

WHEREAS, the Department has required the City of Great Falls to enter into a Sub-recipient agreement with the Sub-recipient specifying the terms and conditions of the City of Great Falls' delegation of certain BSTF responsibilities to the Sub-recipient, and

WHEREAS, the parties to this Agreement understand that neither of them has in any way, expressly or impliedly, abrogated any of its individual powers, and further agree that this Agreement does not create any new organization or legal entity.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set out in this Agreement, the parties agree as follows:

A. SPECIAL PROVISIONS. The City of Great Falls agrees, under the terms and conditions of this Agreement, to sub-grant BSTF grant administration funds to compensate the Sub-recipient for certain grant management activities.

B. INDEPENDENT SUB-RECIPIENT. It is understood by the parties hereto that the Sub-recipient is an independent Sub-recipient and that neither its principals nor its employees, if any, are employees of the City of Great Falls for purposes of tax, retirement system, or social security (FICA) withholding. It is further understood that pursuant to section 39-71-401, MCA, the Sub-recipient has obtained, and will maintain at its expense for the duration of this Contract, coverage in a workers' compensation plan for its principals and employees for the services to be performed hereunder.

C. COMPENSATION.

For the satisfactory completion of the services to be provided under this Agreement, the City of Great Falls will pay the Sub-recipient a sum not to exceed \$41,625 as in the manner set forth in the attached **Exhibit A**, which by this reference is made a part of this contract.

The amount to be paid will be calculated according to the hourly billing rates for the various personnel as described in Exhibit A. The Sub-recipient may submit monthly requests for payment, based on actual work performed, which must be accompanied by an itemized invoice describing the services furnished, the number of hours worked to accomplish each item, the amount being billed for each item, a description of any other eligible expenses incurred during the billing period, and the total amount being billed. Each specific service the Sub-recipient will provide under this contract, and the maximum amount that the City of Great Falls will pay the Sub-recipient for each of these services, is set forth in the attached Exhibit A.

D. SCOPE OF SERVICES. The Sub-recipient will perform the following services:

It is understood and agreed by the parties that the services of the Sub-recipient do not include any of the following: the disbursement or accounting of funds distributed by the City of Great Falls' financial officer, legal advice, fiscal audits or assistance with activities not related to the BSTF project.

1. The Sub-recipient will be responsible for all facets of the BSTF project as described in the City of Great Falls' BSTF application.

2. During the period of this Agreement, the Sub-recipient will maintain reasonable records of its performance under this Agreement in a manner consistent with generally accepted accounting principles. The Sub-recipient will allow the City of Great Falls or their authorized representatives, access to these records at anytime during normal business hours. At the request of the City of Great Falls, the Sub-recipient will submit to the City of Great Falls, in the format prescribed by the City of Great Falls, status reports on its performance under this agreement.

3. If the Sub-recipient ceases to exist or an Event of Default occurs, all grant funding on hand and accounts or notes receivable related to this Agreement, will revert to the City of Great Falls.

E. DURATION OF THE AGREEMENT. This Agreement will become effective upon authorization by the Great Falls City Commission and the Great Falls Development Authority Board of Directors and approval by the Department.

This Agreement will terminate if either party fails to meet the conditions of this Agreement or if an Event of Default occurs.

F. ADMINISTRATION.

1. For the purposes of implementing this Agreement, the City of Great Falls will appoint a local government project liaison that will work with the Sub-recipient. The parties will meet as necessary to provide for the efficient and smooth implementation of this Agreement and the

activities contained herein. This Agreement will run concurrently with the Management Plan, which governs the management of the initial BSTF grant, and will follow the Management Plan for issues related to the initial grant.

2. The Sub-recipient will comply with all applicable federal and state statutes and regulations.

3. The BSTF project will be audited on a yearly basis.

G. CONFLICT OF INTEREST. The Sub-recipient covenants that it presently has no interest and will not acquire any interest, direct or indirect, in the BSTF project, which would conflict in any manner or degree with the performance of its services hereunder. The Sub-recipient further covenants that, in performing this Agreement, it will employ no person who has any such interest.

H. DISPOSITION OF FUNDS ACQUIRED. Upon the expiration of the Agreement, the Sub-recipient will transfer to the City of Great Falls any BSTF funds on hand at the time of expiration and any accounts receivable attributable from the use of BSTF funds.

I. DOCUMENTS INCORPORATED BY REFERENCE. The City of Great Fall's application to the Department for BSTF funding, dated December 18, 2012, and all applicable federal and state statutes and regulations are incorporated into this Agreement by this reference and are binding upon the Sub-recipient.

J. OWNERSHIP AND PUBLICATION OF MATERIALS. All reports, information, data, and other materials prepared by the Sub-recipient pursuant to this Agreement are the property of the City of Great Falls and the Department which have the exclusive and unrestricted authority to release, publish or otherwise use, in whole or part, information relating thereto. Any reuse without written verification or adaptation by the Architect/Engineer for the specific purpose intended will be at the Owner's sole risk and without liability or legal exposure to the Architect/Engineer. No material produced in whole or in part under this Agreement may be copyrighted or patented in the United States or in any other country without the prior written approval of the City of Great Falls and the Department.

K. REPORTS AND INFORMATION. The Sub-recipient will maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to this Agreement and such other records as may be deemed necessary by the City of Great Falls to assure proper accounting for all project funds. These records will be made available for audit purposes to the City of Great Falls or its authorized representative, and will be retained for three years after receipt of final payment for the services rendered under this Agreement unless permission to destroy them is granted by the City of Great Falls.

L. ACCESS TO RECORDS. It is expressly understood that the Sub-recipient's records relating to this Agreement will be available during normal business hours for inspection by the City of Great Falls), the Department, and, when required by law, the Montana Legislative Auditor and Legislative Fiscal Analyst.

M. COMPLIANCE WITH WORKERS' COMPENSATION ACT. The Sub-recipient is required to supply the City of Great Falls, with proof of compliance with the Montana Workers' Compensation Act while performing work for the State of Montana. (Mont. Code Ann. §§ 39-71-120, 39-71-401, and 39-71-405.) Neither the Sub-recipient, nor its employees are employees of the City of Great Falls, or the State. The proof of insurance/exemption must be in the form of workers' compensation insurance, an independent contractor exemption, or documentation of corporate officer status, and must be received by the City of Great Falls within 10 working days of the execution of this Agreement and must be kept current for the entire term of the Agreement.

CONTRACTS WILL BE TERMINATED PURSUANT TO THE PROVISIONS OF SECTION P IF THE SUB-RECIPIENT FAILS TO PROVIDE THE REQUIRED DOCUMENTATION WITHIN THE ALLOTTED TIME FRAME.

Coverage may be provided through a private carrier or through the State Compensation Insurance Fund (406) 444-6500. An exemption can be requested through the Department of Labor and Industry, Employment Relations Division (406) 444-1446. Corporate officers must provide documentation of their exempt status.

N. INSURANCE.

- (a) **General Requirements.** Sub-recipient shall maintain and shall assure that its representatives, assigns, and subcontractors maintain for the duration of the Agreement, at their own cost and expense, primary liability insurance against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the performance of the duties and obligations in the Agreement by Sub-recipient, its agents, employees, representatives, assigns, or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission. The State, its officers, officials, employees, and volunteers are to be covered as additional insured's for all claims arising out of the use of grant proceeds provided by the State of Montana.
- (b) **Primary Insurance.** Sub-recipient's insurance coverage shall be primary insurance with respect to the State of Montana, the City of Great Falls, its elected or appointed officers, officials, employees, or volunteers and neither the state's nor the City of Great Falls' insurance shall not contribute with it.
- (c) **General Liability Insurance.** At its sole cost and expense, the Sub-recipient shall purchase occurrence coverage with minimum combined single limits of \$1 million per occurrence and \$2 million aggregate per year, or as established by statutory Tort limits of \$750,000 per claim and \$1,500,000 per occurrence as provided by a self-insurance pool insuring counties, cities, or towns, as authorized under Section 2-9-211, MCA.
- (d) **Professional Liability Insurance.** The Sub-recipient shall assure that any representatives, assigns, and subcontractors performing professional services under this Contract purchase occurrence coverage with combined single limits for each wrongful act of \$1,000,000 per occurrence and \$2,000,000 aggregate per year. Note: if "occurrence" coverage is unavailable or cost prohibitive, the Sub-recipient may provide "claims made" coverage provided the following conditions are met: (1) the commencement date of the contract must not fall outside the effective date of insurance coverage and it will be the

retroactive date for insurance coverage in future years; and (2) the claims made policy must have a three (3) year tail for claims that are made (filed) after the cancellation or expiration date of the policy.

- (e) **Property Insurance.** At its sole cost and expense, the Sub-recipient shall maintain property and hazard insurance, including course of construction coverage, and earthquake insurance in areas where there is a shaking level above 10g (<http://rmtd.mt.gov/aboutus/publications/files/NEHRP.pdf>), for loss or damage for any building and all related improvements and contents therein on the premises on a replacement cost basis throughout the term of the contract.
- (f) **General Provisions.** All insurance coverage shall be placed with a carrier licensed to do business in the State of Montana or by a domiciliary state and with a Best's rating of at least A-, or by a public entity self-insured program either individually or on a pool basis as provided by Title 2, MCA. All certificates and endorsements are to be received by the City of Great Falls prior to beginning any activity provided for under the Contract. The Sub-recipient shall notify the Department immediately of any material change in insurance coverage, such as changes in limits, coverage, change in status of policy, etc. The City of Great Falls reserves the right to request complete copies of Sub-recipient's insurance policy at any time, including endorsements.

O. INDEMNIFICATION. The Sub-recipient waives any and all claims and recourse against the City of Great Falls, including the right of contribution of loss or damage to person or property arising from, growing out of, or in any way connected with or incidental to the Sub-recipient's performance of this Agreement, except claims arising from the concurrent or sole negligence of the City of Great Falls or its officers, agents or employees. The Sub-recipient will indemnify, hold harmless, and defend the City of Great Falls against any and all claims, demands, damages, costs, expenses, or liability arising out of the Sub-recipient's performance of this Agreement except for liability arising out of the concurrent or sole negligence of the City of Great Falls or its officers, agents, or employees.

P. TERMINATION OF AGREEMENT. If any of the following events occur, the City of Great Falls may, in its sole discretion, declare such event a default under this Agreement:

1. Any representation or warranty made by the Sub-recipient in this Agreement or in any request or certificate or other information furnished to the City of Great Falls under this Agreement proves to have been incorrect in any material respect; or
2. The Sub-recipient fails in any material respect to carry out its obligations under its proposal to the City of Great Falls for the assistance provided under this Agreement.

If the Sub-recipient fails to perform any of its duties under this Agreement or if any Event of Default occurs, the City of Great Falls may declare the Sub-recipient to be in default and thereafter give the Sub-recipient written notice setting forth the action or inaction which constitutes the default and giving the Sub-recipient 45 days in which to correct the default. If the Sub-recipient fails to correct the default within 45 days of receipt of this notice, the City of Great Falls may notify the Sub-recipient in writing that any amount that is payable under this Agreement is due and payable in full within 45 days and this Agreement is terminated.

It is agreed by the parties that the provisions of this Agreement provide for reasonable and sufficient notice to be given to the Sub-recipient in case of the Sub-recipient's failure to comply with any of its covenants and that this notice is sufficient for the Sub-recipient to rectify its actions or inactions of default.

The waiver by the City of Great Falls of any default by the Sub-recipient does not constitute a waiver of a continuing breach or a waiver of a subsequent breach. Any agreement contrary to this Agreement is not binding upon either party unless it is in writing and signed by both parties.

Q. CONSTRUCTION AND VENUE. This Agreement will be construed under and governed by the laws of the State of Montana. The City of Great Falls and the Sub-recipient agree that performance of this Agreement is in the County of Cascade, State of Montana and that in the event of litigation concerning it, venue is in the District Court of the 8th Judicial District in and for the County of Cascade, Montana.

R. ELIGIBILITY. The Sub-recipient certifies that the Sub-recipient's firm and the firm's principals are not debarred, suspended, voluntarily excluded, or otherwise ineligible for participation in State of Montana contracts.

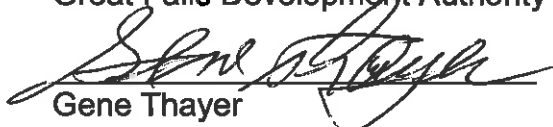
This Sub-recipient Agreement has been approved by City of Great Falls Commissioners and Great Falls Development Authority's Board of Directors.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed.

City of Great Falls

Great Falls Development Authority

Michael J. Winters
Mayor


Gene Thayer
Chairman

Date

12-11-12

Date

Attest:

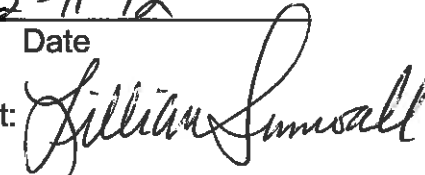
Attest: 

Exhibit A

Administrative payments will consist of reimbursement to the EDO for actual time and costs incurred at a rate of \$26 per hour plus documented expenses. The EDO will prepare the BSTF payment request and attach a copy of an interim expenditure report. The expenditure report is generated from the EDO's automated accounting system and includes a detail for actual monthly expenses, project-to-date expenses, a budget for each line item expense, and the budget remaining for each line item. Upon review and approval, the City of Great Falls will forward the request to the Department. The City of Great Falls will reimburse the EDO upon receipt of funds from the Department.

APPENDIX C: MANAGEMENT PLAN

MONTANA DEPARTMENT OF COMMERCE BIG SKY ECONOMIC DEVELOPMENT TRUST FUND

Option 2 Project Managed by Third-Party Nonprofit

On December 18, 2012, the City of Great Falls, herein referred to as the City of Great Falls, was awarded a grant from the Big Sky Economic Development Trust Fund (BSTF) Program. The City of Great Falls will enter into a Sub-recipient agreement with Great Falls Development Authority (EDO) for administering the BSTF grant. This Management Plan is written to assure proper management of the BSTF grant, which includes financial management of grant funds, compliance with state and federal requirements, and the timely start-up and completion of project activities.

A. ADMINISTRATIVE STRUCTURE

City of Great Falls

The following persons will have lead responsibility for administering the City of Great Falls' (CY) 2012 BSTF grant to facilitate an expansion of ADF International.

- a. Greg Doyon, City Manager, as the City of Great Falls' chief administrative officer, will have responsibility for all official contacts with the Montana Department of Commerce (Department). The City Manager and City Commission will have the ultimate authority and responsibility for the implementation of the City of Great Falls' BSTF grant to facilitate an expansion of ADF International. The City Manager will approve and sign administrative documents and approve all payment requests to the BSTF program. The City Manager will approve all contracts and payment requests. The telephone number for the City Manager and Commissioner is (406) 455-8450.
- b. City of Great Falls Attorney will review any proposed contractual agreements associated with the BSTF grant, advise the Commissioners regarding the agreements, and provide any other legal guidance as requested. Telephone: (406) 455-8450.
- c. City of Great Falls Clerk will be responsible for maintaining records related to the management of the BSTF grant funds for the City of Great Falls. (Telephone: (406) 455-8451.

The City Manager will be the liaison between the EDO, the Commissioners and the City of Great Falls Attorney. He will make appropriate recommendations and route all contract documents, administrative documents, and payments as necessary. Telephone: (406) 455-8450.

1. Great Falls Development Authority, LOCAL ECONOMIC DEVELOPMENT ORGANIZATION (EDO)

To provide general technical assistance, coordination of funding sources, assurances of compliance with all applicable state requirements for the BSTF grant program, the City of Great

Falls has designated the EDO as its Project Administrator. The EDO is a not-for-profit economic development organization located in the City of Great Falls. The following EDO personnel will be responsible for the project:

- a. Jeremiah Johnson, Vice President Marketing, will be responsible for all official contacts with the City of Great Falls on behalf of the EDO, keeping the EDO Board of Directors apprised of the project status and entering agreements on behalf of the EDO. Telephone: (406) 771-9029.
- b. Lillian Sunwall, Project Manager, will be responsible for overall coordination of the BSTF grant awarded to the City of Great Falls. He will establish and maintain complete and accurate project files and monitor all project activities for compliance with all applicable requirements and will prepare payment requests. Telephone: (406) 771-9024..
- c. Jana Williams, Fiscal Officer, will be responsible for the fiscal management of the project, in coordination with the Project Manager and in accordance with the EDO's established Fiscal Procedures. She will assure compliance with all applicable federal, state and local requirements, keep all fiscal records and accounts for the EDO, assure coordination of all funding sources, review all project expenditures from the business, process pay requests, and prepare all final project closeout documents. Telephone: (406) 771-9020..

3. ADF International., ASSISTED BUSINESS

Jean Paschini, Vice President ADF International will serve as the project representative for ADF International.

B. PROJECT MANAGEMENT

1. The City Manager of Great Falls will:

- a. Work with the EDO and the Department in the development of a BSTF contract between the City of Great Falls and the Department.
- b. Prepare payment requests including: *Request for Payment Form, Project Progress Report* and associated cost documentation (invoices, etc.) to submit to the Department.
- c. Review, approve, and submit the BSTF payment requests, after preparation by EDO and approval by the Commission, to the BSTF Program, Business Resources Division, Montana Department of Commerce, and ensure disbursement of funds to the EDO for administrative expenses.
- d. Review and approve all BSTF closeout documents.

2. As a sub-recipient the EDO, as Project Administrator, is responsible for the following day to day project activities:

- a. Assisting the City of Great Falls and the Department in developing the City of Great Falls contract with the Department that will address all requirements related to effective project start-up and implementation. This will include preparation of all agreements between the City of Great Falls and the EDO.
- b. Establishing and maintaining complete and accurate project files and preparing all documentation and reports incidental to administration of the grant.
- c. Reviewing all proposed project expenditures or payment requests from the business to ensure their propriety and proper allocation of expenditures to the BSTF project budget.
- d. In cooperation with the City of Great Falls Project Manager, processing payment requests and preparing payment requests for the Department, including the *Request for Payment Form* and the *Project Progress Report* with each payment request and biannually as specified by the Department.
- e. Preparing all required performance reports and closeout documents for submittal to the Department and assisting the City of Great Falls auditors with the completion of the project's audit requirements.
- f. Closing the BSTF project in a timely fashion within the period of the contract between the Department and the City of Great Falls.
- g. Monitoring the business's compliance with the requirements of the grant assistance agreement including implementation of the project hiring or hiring/training plan.
- h. Attending Commission meetings to provide project status reports and representing the BSTF project at any other public meetings as deemed necessary by the Commissioners.

C. FINANCIAL MANAGEMENT

1. The City of Great Falls Fiscal Services Director will be responsible for:
 - a. Establishing a BSTF bank account and transferring BSTF funds from that account to the City of Great Falls treasury for disbursements, based on claims and supporting documents approved by the Project Manager and Commission. Approved BSTF Administrative Expenses will be transferred to the EDO's account according to the Compensation Schedule in Exhibit "A".
 - b. Entering all project transactions into the City of Great Falls' existing accounting system and preparing checks/warrants for approved expenditures.
 - c. With the assistance of the Project Manager, preparing the *Request for Payment Form* to be submitted to the Department. All payment requests will be signed by a duly authorized representative of the City of Great Falls.
 - d. The Project Manager and Fiscal Services Director will review all proposed expenditures of BSTF funds and will prepare payment requests, which will be

signed by the official(s) cited above. All disbursements will be made in accordance with the City of Great Falls' established claim review procedures. Before submitting the claim to the City of Great Falls Fiscal Services Director, the Project Manager will attach a certification to each claim stating that the proposed expenditure is an eligible expense of the City of Great Falls' BSTF grant and consistent with the project budget.

- e. With the assistance of the Project Manager, preparing the final financial report for project closeout.
- f. Financial record keeping will conform to the recommendations of the Department. The original financial documents (claims with all supporting documents attached) will be retained in the City of Great Falls' offices.
- g. A separate fund for the project will be set up within the general ledger accounts at the EDO. All BSTF activities including revenues, administrative expenditures, and payments will be segregated, recorded, and reported in this fund and will be entitled "City of Great Falls BSTF Project Fund". The payment requests from the project activity funds will be requested from the City of Great Falls. The EDO will prepare the payment request and forward it to the City of Great Falls. The City of Great Falls will review the request in accordance with its normal claim review process, sign the request, and forward it to the Department.
- i. Administrative payments will consist of reimbursement for actual time and costs incurred at a rate of \$26 per hour plus documented expenses. The EDO will prepare the BSTF payment request and attach a copy of an interim expenditure report. The expenditure report is generated from the EDO's automated accounting system and includes a detail for actual monthly expenses, project-to-date expenses, a budget for each line item expense, and the budget remaining for each line item. Upon review and approval, the City of Great Falls will forward the request to the Department. The City of Great Falls will reimburse the EDO upon receipt of funds from the Department.
- j. The BSTF project fund will be audited on a yearly basis in conjunction with the City of Great Falls' audit.

If the EDO ceases to exist or an Event of Default occurs, BSTF Program funds relating to the BSTF grant, including funds on hand and accounts or notes receivable will revert to the City of Great Falls.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the _____ day
of _____, 20__.

PROJECT ADMINISTRATOR:



Jeremiah Johnson, Vice President Marketing
Great Falls Development Authority

12/12/12
Date

City of Great Falls:

Gregory T. Doyon, City Manager
City of Great Falls

Date

Exhibit A

Administrative payments will consist of reimbursement to the EDO for actual time and costs incurred at a rate of \$26 per hour plus documented expenses. The EDO will prepare the BSTF payment request and attach a copy of an interim expenditure report. The expenditure report is generated from the EDO's automated accounting system and includes a detail for actual monthly expenses, project-to-date expenses, a budget for each line item expense, and the budget remaining for each line item. Upon review and approval, the City of Great Falls will forward the request to the Department. The City of Great Falls will reimburse the EDO upon receipt of funds from the Department.