

## JOB DESCRIPTION

<b>Post</b>	Operator
<b>Department</b>	Production
<b>Reporting to</b>	
<b>Salary range</b>	
<b>Date of Job Description</b>	

### KEY FUNCTION:

To assist the manufacturing team in the running of the machining department ensuring the efficient, accurate and the highest quality of operation of the Company's production equipment in accordance with quality and health and safety requirements, Company policies, procedures and systems in a culture of continuous improvement

Main Duties and Responsibilities of the post	
•	Ensuring the efficient, accurate and highest quality of operation of the Company's production equipment and machine tools, always ensuring that the correct product loading and clamping is followed and that company machine tool assets are working to required standards in accordance with quality and health and safety requirements and Company systems
•	Taking responsibility for the maintenance and cleanliness of equipment being used, and ensuring the area is kept safe, clean and efficiently organised
•	Ensuring the highest levels of quality and care for products being produced before releasing from the work station
•	Monitoring for broken or damaged tools and ensuring immediate corrective action and ensuring any non-conforming parts are identified, contained, recorded and managed in accordance with Company procedures
•	Ensuring that all in-cycle activities are performed as required, eg. deburring of the product, gauge checking of part
•	Ensuring validation and quality checks are properly carried out, as and when directed
•	Carrying out basic maintenance requirements of the machine tools/equipment being used and ensuring that the level of cleanliness is maintained
•	To work to, and maintain up to date status/verification of works instructions and works orders
•	Recording, as required, inspection results and other relevant information
•	Assist with the nightshift handover, updating colleagues on workload and issues
•	Developing an understanding of the Company's quality policies, procedures and all Company processes
•	Ensure compliance with legislation, all Company held standards, policies, procedures and best practice
•	Undertake other duties commensurate with the role, as instructed and/or notified from time to time

Other Duties and General Requirements	
•	Comply with the Company's Code of Conduct and Policies contained within the Company's employee handbook at all times, coaching and leading in compliance at all times
•	Ensure that high standards of workplace safety, cleanliness and tidiness are maintained, ensuring that desks and equipment are used in the correct fashion and that no items are put on floors or near exits.
•	Work in a manner safe for themselves and colleagues and in accordance with Health & Safety policies, legislation, procedures and risk assessments
•	Be aware of, contribute to and follow standards and accreditations the Company accreditations may acquire or aspire to, including ISO9000 & AS9100
•	Adopt a flexible approach to work and participate constructively in Company initiatives and activities
•	QCP's should be adhered to - copies have been attached

## PERSON SPECIFICATION

Criteria	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> <li>• General education to level 2</li> <li>• Engineering qualification</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of working as a setter/operator in a precision engineering environment</li> </ul>	
Skills, knowledge and competencies	<ul style="list-style-type: none"> <li>• Knowledge of H&amp;S procedures in a manufacturing setting</li> <li>• Ability to read and understand engineering drawings</li> <li>• Knowledge of the use of inspection equipment</li> <li>• Good communication and interpersonal skills</li> <li>• Ability to prioritise and organise workload</li> <li>• Ability to learn new techniques and to be trained on new equipment</li> </ul>	

Personal characteristics	<ul style="list-style-type: none"> <li>• Receptive to change</li> <li>• Ability to work flexibly</li> <li>• Ability to work independently and as part of a team</li> <li>• Physically fit (some manual lifting is required as part of this role)</li> <li>• Positive attitude</li> </ul>	
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