

## JOB DESCRIPTION

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

### KEY FUNCTION:

Responsible for programming, setting and operating Company equipment to a high standard and in accordance with quality and health and safety requirements, Company policies, procedures, and systems in a culture of continuous improvement

<b>Main Duties and Responsibilities of the post</b>	
•	Ensuring the efficient and safe programming of production equipment, using the Company's off line programming system Alpha-cam for the creation of efficient programmes
•	Taking responsibility for the maintenance and cleanliness of equipment being used, and ensuring the area is kept safe, clean and efficiently organised
•	Setting equipment properly and in accordance with requirements, instructing and/or operating the equipment as required, always ensuring that company machine tool assets are working to required standards and in accordance with quality and health and safety requirements and Company systems
•	Employing initiative and decision making to ensure that production is safe and effective
•	Carrying out maintenance requirements to ensure the machine tools or equipment are being used to a high standard, and being alert to broken or damaged tools so that immediate corrective action can be taken
•	Identifying, reporting and recording non-conformances and/or defects in accordance with Company policy, including ensuring containment actions when product non-conformance is discovered
•	Upholding Company quality standards, policies and procedures, ensuring that all products conform to the required quality level before release from the work station, that all inspection checks are performed and recorded, and that all non-conforming items are identified, recorded and managed in accordance with quality department procedures
•	Ensuring that equipment is maintained during the working shift and that the level of cleanliness is maintained to the satisfaction of supervisory/management staff between job change-overs and at the end of the shift
•	Maintaining updated records, including status/verification of work instructions (works orders)

<ul style="list-style-type: none"> <li>Ensuring that all in-cycle activities are performed as instructed, regardless of whether they are listed on the works order, eg. Deburring, gauge checking of part</li> </ul>
<ul style="list-style-type: none"> <li>Ensure compliance with legislation, all Company held standards, policies, procedures and best practice</li> </ul>
<ul style="list-style-type: none"> <li>Undertake other duties commensurate with the role, as instructed and/or notified from time to time</li> </ul>

<b>Other Duties and General Requirements</b>	
<ul style="list-style-type: none"> <li>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</li> </ul>	
<ul style="list-style-type: none"> <li>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</li> </ul>	
<ul style="list-style-type: none"> <li>Work in a manner safe for themselves and colleagues and in accordance with Health &amp; Safety policies, legislation, procedures and risk assessments</li> </ul>	
<ul style="list-style-type: none"> <li>Be aware of, contribute to and follow standards and accreditations the Company accreditations may acquire or aspire to, including ISO9000 &amp; AS9100</li> </ul>	
<ul style="list-style-type: none"> <li>Adopt a flexible approach to work and participate constructively in Company initiatives and activities</li> </ul>	
<ul style="list-style-type: none"> <li>QCP's should be adhered to - copies have been attached</li> </ul>	

## PERSON SPECIFICATION

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
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 programmer/setter/operator in a precision engineering environment</li> <li>Experience of programming systems</li> </ul>	<ul style="list-style-type: none"> <li>Experience of programming system Alpha-cam</li> </ul>
Skills, knowledge and competencies	<ul style="list-style-type: none"> <li>Knowledge of automated machinery and machine tools</li> <li>Knowledge of H&amp;S procedures in a manufacturing setting</li> <li>Good communication and interpersonal skills</li> <li>Ability to prioritise and organise workload</li> </ul>	
Personal characteristics	<ul style="list-style-type: none"> <li>Receptive to change</li> <li>Ability to work flexibly</li> </ul>	

	<ul style="list-style-type: none"><li>• Ability to work independently and as part of a team</li><li>• Resilient</li><li>• Positive attitude</li><li>• Approachable</li></ul>	
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