

JOB DESCRIPTION

Post	Setter/Operator
Department	Production
Reporting to	
Salary range	
Date of Job Description	

KEY FUNCTION:

To assist the manufacturing team in the efficient running of the machining department through 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

Main Duties and Responsibilities of the post	
•	Setting equipment properly and in accordance with requirements, ensuring the process set up of the machine is secure and correct to detailed product operation requirements
•	Taking responsibility for the maintenance and cleanliness of equipment being used, and ensuring the area is kept safe, clean and efficiently organised
•	Operating the equipment effectively, 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
•	Ensuring the highest levels of quality and care for products being produced
•	Being alert to broken or damaged tools and ensuring they are replaced immediately on discovery
•	Ensuring that all in-cycle activities are performed as required, eg. deburring of the product, gauge checking of part
•	Carrying out basic maintenance requirements of the machine tools/equipment being used and ensuring that the level of cleanliness is maintained
•	Checking that the product loading and clamping is correct and secure, ensuring that any decay in the function of the equipment that could compromise safety or the quality of the product is reported to supervision immediately
•	Evaluating the operation and methods used in the machining process, highlighting any potential improvements to management/supervision
•	Developing an understanding of the Company's quality policies, procedures and all Company processes and ensuring that all validation/inspection checks are carried out and recorded in accordance with the Company's quality department procedures
•	Ensure compliance with legislation, all Company held standards, policies, procedures and best practice

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

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> General education to level 2 Engineering qualification 	
Experience	<ul style="list-style-type: none"> Experience of working as a setter/operator in a precision engineering environment 	
Skills, knowledge and competencies	<ul style="list-style-type: none"> Knowledge of automated machinery and machine tools Knowledge of H&S procedures in a manufacturing setting Good communication and interpersonal skills Ability to prioritise and organise workload 	
Personal characteristics	<ul style="list-style-type: none"> Receptive to change Ability to work flexibly Ability to work independently and as part of a team Resilient Positive attitude Approachable 	



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