

## Job Overview

**Employee Name:**

**Job Title:** Programmer, Setter, Operator

**Line Manager:**

**Department:** Production

**Function Manager:**

To program production equipment efficiently, to set the production equipment effectively, and to instruct or operate as required

## Duties:

### Key Duties –

- To program production equipment efficiently and safely, to 'set' the production equipment effectively, and to instruct or operate as required
- High level of technical competency for the job function and employ 'best practice' techniques
- Adopt a continuous improvement philosophy
- Employ initiative and decision making for the benefit of the effective, safe production
- Proficient in the use of the companies 'off-line' programming system *Alpha-cam* for the creation of efficient programs
- Competent in data communications to production equipment
- To be technically competent for the job function
- Identify and request personal improvement opportunities and request training or receive training as directed
- To communicate verbally or written operators instructions for the correct production operation of the work station
- Carry out effectively the maintenance requirements of the machine tools or equipment being used
- To be alert to broken or damaged tools and ensure immediate corrective action
- Ensure containment actions when a product non-conformance is discovered
- Ensure and to be responsible for the correct operation once delegated to operator
- To ensure all products conform to the required quality level before release from work station
- Ensuring that all in-cycle activities are performed as instructed not necessary listed on the 'works orders' – de-burring
- Ensure the equipment is maintained during the working shift and the level of cleanliness is maintained between job change over's and at the end of shift, to the satisfaction of supervisors
- Maintain up to date status / verification of work instructions (works orders)
- To ensure that all validation checks are carried out and recorded
- Ensure all inspection checks required are performed and recorded legibly to the quality department procedures
- Ensure all non-conforming items are identified, recorded, and managed in accordance with company quality department procedures

**NB:** Particular duties and responsibilities attached to this post are subject to change from time to time, though the general character of the details or level of responsibilities entailed will **not** change.

**All Staff are required to undertake the following general duties:**

- To maintain high standards of workplace safety and tidiness.
- To work in a manner safe for themselves and colleagues.
- To maintain appropriate level of cleanliness, both personally and within the working environment
- To be aware of and follow Company accreditations – ISO9000 & AS9100 and any other accreditations the Company may acquire.
- Carry out any other such duties within your capability as requested by the line manager, or any other person of seniority.
- Comply with Health & Safety policies, legislation, procedures and risk assessments. Including but not exhaustively as example, maintaining clear gangways, always use the provided appropriate Personal Protective Equipment [PPE] i.e. safety glasses, protective footwear.
- **Comply with the Company's Code of Conduct and Policies contained within the Company's employee handbook.**