#### **Job Description**

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| JOB IDENTIFICATION |
|  Job Title: Production OperatorsResponsible to (insert job title**): Team Leaders**Department(s): OperationsLast Update (insert date): 28th July 2020 – Revision 3 |
| 2. JOB PURPOSE |
| Production operators are employed to ensure all applicable internal and Customer standards within the manufacturing areas are adhered to and maintained and quality product is delivered to Customer on time. |
| 3. MAIN DUTIES/RESPONSIBILITIES |
| * Adherence to Health, Safety and Environmental Procedures and Regulations
* Adherence to FOL/EOL (Front of line and End of line) standardised work
* Meeting production targets and deadlines of customers.
* Completion of daily equipment checks.
* Poke-yoke confirmation as required (error proofing device)
* Completion of TIP/Tool changes and associated records
* Complete in process checks to customer requirements
* Manufacturing, labelling and packaging of product
* Ensure Product quality
* Daily use of fixtures and associated gauges as required
* Other duties of a similar nature that may be required to support the business.
* To comply with all procedures and operating standards relevant to production operator role
* To maintain the work area to the highest possible standards of cleanliness and order maintaining 5S and TPM standards
* Follow SOPS and ensure parts are produced in line with production requirements
* Suggest Kaizen improvements relevant to role
* React quickly to operational/Production changes to minimise downtime
* Complete production documentation required
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| 4. KEY RESULT AREAS |
| 1. Health and Safety
2. Time keeping and attendance
3. 5S and TPM
4. Work relationships
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| 5a. EQUIPMENT AND MACHINERY |
| * Production Cells
* Operating Machine
* Poke-Yoke
* Power Pedestrian Truck (where required and trained)
* Pallet Truck (where required)
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| **5b. SYSTEMS** |
| Paper based formsScada (if required) |
| 6. ASSIGNMENT AND REVIEW OF WORK |
| New member inductionProbation periodTask and training matrixOne to one meetings (quarterly)Annual appraisal |
| **7. DECISIONS AND JUDGEMENTS** |
| Decisions/judgements we would expect operatives to apply “Stop Call Wait” if any of the following are concern:* Quality
* Maintenance call outs
* Abnormal Conditions
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| 8. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Working in tight areas
* Working with heavy equipment
* Working in oily conditions
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| **9. COMMUNICATIONS AND RELATIONSHIPS** |
| * Work Colleagues
* Quality members
* Section leader
* Planner
* Engineers
* Managers
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| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| * PPE within the whole site is safety footwear, ear defenders, safety glasses and high visibility jacket
* Clothes must be sturdy, trousers are strictly a must within the factory e.g. no joggers
* Most roles involve standing for the entire shift, dependent on process, different number of steps required to complete process
* The role can be repetitive so need to be able to maintain concentration in relation to quality
* Within a factory environment that is maintained to high standards
* Finished parts can weigh from 2kg > 5kg on average but some are greater, so the member needs to be physically fit e.g. Lifting, carrying, moving and stacking into containers or pallets
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| 11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * Previous exposure to a manufacturing role within a factory environment
* Good communication skills to liaise with all members to minimise Production downtime
* Good practical skills
* The ability to work quickly and methodically
* The ability to concentrate while doing repetitive tasks
* The ability to follow instructions
* Health and Safety Awareness
* Quality Awareness
* Environmental Awareness
* Good attendance and time-keeping
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