#### **Job Description**

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| JOB IDENTIFICATION |
| Job Title: Production Operators  Responsible to (insert job title**): Team Leaders**  Department(s): Operations  Last 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 |
| 4. KEY RESULT AREAS |
| 1. Health and Safety 2. Time keeping and attendance 3. 5S and TPM 4. Work relationships |
| 5a. EQUIPMENT AND MACHINERY |
| * Production Cells * Operating Machine * Poke-Yoke * Power Pedestrian Truck (where required and trained) * Pallet Truck (where required) |
| **5b. SYSTEMS** |
| Paper based forms  Scada (if required) |
| 6. ASSIGNMENT AND REVIEW OF WORK |
| New member induction  Probation period  Task and training matrix  One 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 |
| 8. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Working in tight areas * Working with heavy equipment * Working in oily conditions |
| **9. COMMUNICATIONS AND RELATIONSHIPS** |
| * Work Colleagues * Quality members * Section leader * Planner * Engineers * Managers |
| **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 |
| 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 |