

<b>Job Title:</b>	Machine Shop Hand
<b>Department:</b>	Manufacturing
<b>Location:</b>	Edge Lane, Manchester
<b>Reporting to:</b>	Machine Shop Manager
<b>Direct Reports &amp; Responsible for:</b> (staff, materials, machinery and equipment, money)	No direct reports. Material preparation, part finishing and packing. Production and inspection of components to standards and to drawing, removal of swarf, cleaning of machines. Deburring/polishing of machined parts. Perform other duties and assignments as needed.
<b>Contacts with:</b> (main internal/external contacts outside the department)	Operators, production engineers, supervision, quality.
<b>Responsibilities and duties:</b> (regular and occasional, defined and discretionary, administrative, technical and staffing, standards of performance and method of assessment)	<p style="text-align: center;"><b>General Duties include</b></p> <ul style="list-style-type: none"> <li>Preparation of materials for machining, cutting of aluminium extrusion to length, deburring and polishing of parts, cleaning of work areas, operation of automatic saws, packing of components. Any other duties as required</li> </ul> <p style="text-align: center;"><b>Deburring/Polishing Production Operation</b></p> <ul style="list-style-type: none"> <li>General deburring/polishing of machined parts using a variety of techniques, bead blasting, manual fettling, sanding, pillar drill, vibro deburrer etc</li> <li>Producing parts to drawing and within agreed specifications/tolerances</li> </ul> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>Produce components to an agreed schedule of works orders, to the machine parameters; interpreting geometric dimensions and tolerances (GD&amp;T)</li> <li>Verifies settings by measuring sample work pieces; adhering to standards</li> <li>Maintains equipment by completing preventive maintenance requirements detailed by production engineering, following manufacturer's instructions</li> <li>Control the raw material stock</li> </ul> <p style="text-align: center;"><b>LASER Production Operation</b></p> <ul style="list-style-type: none"> <li>Operation of part marking LASER, producing parts to drawing and within agreed specifications/tolerances</li> <li>Produces machined parts by loading specified program, setting up, and operating LASER; maintaining quality and safety standards</li> </ul> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>Produce components to an agreed schedule of works orders, to the machine parameters; interpreting geometric dimensions and tolerances (GD&amp;T)</li> <li>Verifies settings by measuring sample work pieces; adhering to standards</li> <li>Maintains equipment by completing preventive maintenance requirements detailed by production engineering, following manufacturer's instructions</li> <li>Control the raw material stock</li> </ul> <p style="text-align: center;"><b>Health and safety</b></p> <ul style="list-style-type: none"> <li>Comply with company H&amp;S procedures and legislation and safe systems of work</li> <li>Ensure you work safely and maintains safe operations by adhering to safety procedures and regulations</li> <li>Identify any hazard, make safe and report</li> <li>Correct use and storage of PPE and RPE issued</li> </ul>

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Physical Make-Up:</b> (Health, Appearance, speech, manner, physical energy)	Good Health	
<b>Attainments:</b> (Education, Training and experience)	<u>Education</u> Updates job knowledge by participating in training	<u>Education</u> GCSE or higher Maths & English
	<u>Experience</u> Experience in mechanical assembly	<u>Experience</u> Use of manual machine tools (pillar drill) Experience of working within a disciplined ISO 9000 environment Working in a machine shop environment
	<u>Knowledge</u> Interpreting drawings Engineering changes Health and Safety	<u>Knowledge</u>
	<u>Computing skills</u>	<u>Computer skills</u>
<b>General Intelligence:</b> (intellectual capacity)	Good problem solving techniques. Organisational skills Adaptable and creative	
<b>Special Aptitudes:</b> (mechanical, manual dexterity, facility in use of words and figures)	Candidate must have a good understanding of mechanical processes & practices. Managing change and process Improvements. Attention to detail Manual dexterity	
<b>Disposition:</b> (influence over others, steadiness, dependability, self-reliance)	Ability to communicate with people concisely and accurately Self motivated, working to agreed objectives Pro-active, Team player Ability to stick at repetitive tasks for relatively long periods of time	Must be a team player with excellent communication skills and able and willing to perform other duties and assignments as needed
<b>Personal Background:</b> (any special demands of the job, such as ability to work unsocial hours, travel abroad etc.)	Standard Day Shifts	
<b>Contra-indicators</b> (attributes which would prevent an individual from performing the job e.g. field sales person who does not drive)	Allergies to process materials	