



## JOB DESCRIPTION

### FABRICATION OPERATIVE

Reports to: Team Leader

No. of Reports: 0

Date: 06/05/2021

#### MAIN PURPOSE OF THE ROLE

To ensure that all products are manufactured to the customer's specifications to a high quality standard so that products are delivered to customers on time.

#### RESPONSIBILITIES

1. Meeting personal production output targets and assisting the team to achieve the team production output targets to ensure that products are delivered to schedule.
2. Ensuring that all products are manufactured to customer specification and company quality standards, informing the Team Leader of any queries, anomalies or faults with processes, materials, components, documentation as necessary.
3. Working as an effective and efficient member of the team demonstrating respect and courtesy at all times.
4. Accurately completing all relevant documentation in a timely manner.
5. Performing duties in a safe manner ensuring that all PPE and work-wear are worn and that all safety policies and procedures are followed.
6. Responsible for all personal equipment, gauges and tooling ensuring that they are kept in good condition and accounted for and drawing the Team Leader's attention to any faulty equipment so that the necessary remedial action can be taken.
7. Implementing lean manufacturing techniques as instructed and in accordance with Company policies and procedures.
8. Responsible for maintaining high standards of personal appearance and compliance with Company Dress Code.
9. Any other duties deemed by management to be appropriate to the grade.

#### KEY CONTACTS

Team Leaders

Team Members

Human Resources

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
KNOWLEDGE	<ul style="list-style-type: none"> <li>Substantial experience of working in a fast paced manufacturing environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a sheet metal manufacturing environment</li> <li>Knowledge of Lean Manufacturing Techniques</li> </ul>
SKILL SET	<ul style="list-style-type: none"> <li>Good standard of verbal and written English</li> <li>Good standard of numeracy skills</li> <li>Good time-management skills</li> <li>Strong team-working skills</li> <li>Good communication skills</li> <li>Able to make decisions within the job boundaries</li> <li>MIG/TIG/Spot weld experience</li> <li>Must be able to read engineering drawings</li> </ul>	
BEHAVIOURS	<ul style="list-style-type: none"> <li>Positive attitude</li> <li>Flexible approach to work with the ability to work overtime as required</li> <li>Self-starter with ability to use own initiative within guidelines</li> <li>Courteous and respectful</li> <li>Able to adhere to instructions, policies and procedures.</li> <li>Physically fit as job is performed mainly standing and walking and able to lift moderate weights as and when required.</li> <li>Able to cope significant periods of visual concentration for reading drawings, instruments, etc.</li> <li>Able to work shifts as required</li> </ul>	<ul style="list-style-type: none"> <li>Willing to multi-skill</li> </ul>
QUALIFICATIONS	<ul style="list-style-type: none"> <li>Minimum GCSE's in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Current Forklift Counterbalance licence</li> </ul>