**Job Description**

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| Job Title: | Skilled Machinist/Toolmaker/Utility |
| Department: | Utility |
| Responsible To: | Operations Manager |
| Responsible For: | Reporting to the Operations Manager, you are to Conventional Mill, Grind or Turn & Manually Inspect. Also ideally operate CNC Machining Centres & CNC Lathes in accordance with customer specifications and company quality management standards. |
| Job Purpose: | To satisfy the production requirements of sales orders in line with the companies work instructions, quality standards and procedures. |
| Main Duties: | Manufacture:   * Operating Conventional & CNC machinery * Deburring * In Process Inspection   Inspection:   * Perform 1stoff, In-process and Final View Inspection of machined, purchased and assembled products. * Operate Manual & CNC CMM. |
| Additional Duties: | Housekeeping.  Basic Machine Maintenance.  Any other duties deemed to be appropriate by your line manager. |
| Main Responsibilities: | * Produce components accurate to drawing and in a timely manner. * Ensure all work, tasks, procedures and documentation meet the requirements of the company quality management system. * Ensure paperwork is completed in an accurate and timely manner. * Identify & Facilitate Process Improvement. |
| Prepared By: | Richard Meade, Commercial Director |
| Date: | 24/08/17 |

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company’s business.

**PERSON SPECIFICATION**

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| **Qualities** | **Essential** | **Desirable** |
| **Educational Attainments** | | |
| General education equivalent to ONC (Time Served) | Yes |  |
| **Knowledge and Experience** | | |
| Understanding of manufacturing/inspection methods and techniques in accordance with customer specifications and company quality management standards. |  | Yes |
| Experience in an AS9100 workplace |  | Yes |
| **Skills and Special Aptitudes** | | |
| Mechanical | Yes |  |
| Manual dexterity | Yes |  |
| **Disposition and Personal Qualities** | | |
| Team Player | Yes |  |
| Punctuality | Yes |  |
| Reliability | Yes |  |
| Self-reliance and self-motivation | Yes |  |

Prepared By: Richard Meade

Date: 24/08/17