



JOB DESCRIPTION

Job Title: Grade 3 Operator (Production)

Reporting To: Production Manager

Department: Production

Location: Luton

Position Summary:

This position will be responsible for ensuring all products assembled beyond the machine centre are consistently manufactured to the required build standard and the throughput is in line with the quotation.

Main Responsibilities:

- To assemble product in accordance with defined build instructions and IPC-A-610 standards
- To ensure all deviations from IPC-A-610 standards are clearly & concisely documented on build instructions prior to commencement of any work on customers products
- To ensure defined processes are robust, clear & concise and can consistently achieve the required standards. To ensure if any work is commenced on any operation that the available documentation is of a quality that will consistently deliver the expected results
- To ensure demonstration of the required capabilities & competencies to achieve/ exceed expected levels
- To ensure all processes are stringently adhered to, and any gaps or process improvements are highlighted to the immediate supervisor. They will ensure that effective remedial actions are taken in a timely manner including updating supporting documentation in QMS
- Compliance with the company Quality Standard and procedures
- Notification to immediate supervisor on any job that cannot be achieved in the quoted build times

Minimum Qualifications / Experience Required:

Minimum level 4 operation on skills matrix and working towards a level 5 (as shown below) on all of the areas as detailed below:

- All operations after SMT assembly
- Clarion Time Monitoring
- QDS
- Certification to IPC-A-610
- Soldering - Class 3 (working towards J Std)
- Conventional Component placement, solder, removal & replacement
- Experience of carrying out PCB modifications
- Experience of mechanical assembly (Box Build)
- Experience of cable assembly
- Experience of wiring & crimping

0	No understanding
1	Basic understanding (a level of training)
2	Needs supervision
3	Competent with minimal supervision required
4	Competent unsupervised
5	Can teach the subject
	Rated but excluded

Key Competencies/Attributes Required:

- Flexible approach
- Team-player
- Quality oriented
- Attention to detail

Expectation for All Employees:

Supports the organization's mission, vision, and values by exhibiting the following behaviours:

- Competence and commitment to excellence
- Teamwork - building strong, long-term partnerships with our suppliers and customers (internal and external).

- Integrity - commitment to and acting with high ethical standards.
- Respect - demonstration of esteem, concern, and courtesy towards fellow employees
- Compliance within required standards
- Continuous improvement - sustaining an environment that fosters the elimination of waste and variation in process.
- Commitment to our community
- Accountability and ownership - taking responsibility for one's actions and an active role in career development.