



Operator, Assembly – Job Description

(Job Code and Level: MFGASS001)

Definition:

Assembles a range of components or vehicles into finished goods across one or more production lines ensuring required standards of quality are met.

Manufacturing is defined as: Produces goods and parts from raw materials using such processes as welding; sewing; pressing; machining and painting. This may include some setting up of machinery and basic programming.

Assembly is defined as: Puts together various goods and parts to make/create a part or vehicle.

Overall Purpose of the Role:

Working to strict safety and quality requirements, help to achieve daily production requirements in terms of quality and quantity to meet customer expectations and requirements, optimising efficiency and maintaining operational excellence. Perform many operations within the process with some supervision.

Key Responsibilities

General and Task Management

- Operate production line equipment such as conveyor, hoists, lifts and airlines
- Monitor the production process and carry out basic testing and quality checks
- Adjust machine controls whilst monitoring the production process and outputs
- Assemble goods on a production line
- Carry out cleaning and basic maintenance of work areas and machinery
- Report equipment faults to maintenance staff
- Build up components and sub-assemblies into finished electrical or mechanical products
- Fit parts to machinery and equipment
- Finish products such as applying protective coatings, bonding etc

- Cut and shape parts and tools
- Set and operate hand-controlled or computer-controlled machines
- Make quality control checks on products
- Ensure products are to the correct tolerances and meet customer and internal standards and specifications
- Record how much raw material has been used during production and the number of items produced
- Pack goods, with protective materials ready for shipment in crates, stillages or other containers
- Seal containers using appropriate materials such as glue, staples or shrink-wrap
- Weigh and label packaged goods ready for dispatch
- Stack goods appropriately
- Contribute to continuous improvement activities

Self Management

- Work in a safe manner at all times, complying with Health, Safety and Environmental standards
- Achievement Focussed
- Makes productive contributions
- Team player with a positive effect on the mood
- Consistently manages the task
- Is self aware, balanced and confident
- Is resilient, optimistic and open to change
- Shows moral courage, openness and honesty and has a collaborative approach when dealing with others
- Self-motivated and hard working
- Adaptable and flexible with a positive professional attitude

Skills and Attributes:

- Ability to work across multiple areas of the assembly process
- Able to work as part of a team
- Able to work on own initiative when necessary
- Able to work in a safe manner
- Ability to read and follow written and verbal instructions and work to standards
- Applies experience and logic
- An eye for detail
- Able to work to within tight cycles/deadlines and with minimum supervision
- Ability to learn quickly
- Good Manual dexterity
- Good understanding of customer deliverables and the impact of failure / cost of poor quality
- Practical hands-on approach to problem solving
- Understanding of production costs to include waste, downtime, scrap and re-work

Qualifications and Experience Levels:

- GCSEs level D-G, Key Skills Level 1, NVQ Level, International Vocational Certificate (IVQ)
- Previous manufacturing experience
- Experience of working with assemblies
- Experience of working to production targets
- Understanding of lean manufacturing and 5S (Sort, Set In Order, Shine, Standardize, Sustain) process

Example roles this job description may cover:

- Cell Operator
- Production Operator
- Assembly Operator
- Process Operator