



Senior Operator, Assembly – Job Description

(Job Code and Level: MFGASS002.1)

Definition:

Assembles a range of components or vehicles into finished goods across production lines. Has extensive knowledge of the production processes and may be able to set up/programme and carry out diagnostics. Is likely to train other operators to required standards and may be the official trainer/assessor.

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. Able to work on many/all areas throughout the assembly process with little supervision.

Key Responsibilities:

General and Task Management

- Operate assembly line equipment such as conveyor line, hoists, lifts and airlines
- Monitor the assembly process and carrying out basic testing and quality checks
- Adjust machine controls and monitor the assembly process and outputs
- Assemble goods on a production line
- Carry out cleaning and basic maintenance on the machines
- 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
- 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

People Management

- Train/mentor trainee and less experienced operators

Self Management

- Support, comply and ensure complicity with Health & Safety regulations, the Company Handbook, Quality and Environmental standards, and all other Company policies and procedures
- Assertive, optimistic, resilient and welcomes change
- Engages interest and participation of others
- Proactively contributes to the team
- Is self aware and has a collaborative approach to working with others
- Shows moral courage, openness and honesty in all dealings
- Self-motivated and hard working
- Adaptable and flexible with a positive, responsible attitude

Skills and Attributes:

- Ability to work across most/all areas of the assembly processes
- Able to work as part of a team
- Able to train trainee operators
- 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 to work standards
- An eye for detail
- Able to work with minimum supervision and to strict timescales
- Ability to learn quickly
- Good Manual dexterity
- Good understanding of customer deliverables and the impact of failure / cost of poor quality

Qualifications and Experience Levels:

- GCSE Level A-C, IVQ Technician certificate, BTec first certificate or equivalent NVQ level 2 qualification
- Considerable previous manufacturing / assembly experience
- Experience of working with sub-assemblies
- Practical hands-on approach to problem solving
- Experience of working to production targets
- Understanding of lean manufacturing and 5S (Sort, Set In Order, Shine, Standardize, Sustain) process
- Understanding of production costs to include waste, downtime, scrap and re-work

Example roles this job description may cover:

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