

# Job Specification



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| <b>Post Title</b>             | Production Operative (Afternoon Shift)  |
| <b>Department</b>             | Production  |
| <b>Reporting To</b>           | Team Leader / Production Manager  |
| <b>Purpose</b>                | The ENP Production Operatives are responsible for the day-to-day operations and preparation of plating tanks for the following day's production. This role supports all functions within Production.  |
| <b>Core Activities</b>        | <ul style="list-style-type: none"> <li>▪ Masking of customer components using tapes, plugs and lacquers in line with customer drawing specifications.</li> <li>▪ Identifying problems and potential problems early so that they can be addressed to minimise impact on production.</li> <li>▪ Make certain all production processes and procedures are rigorously adhered to without exception.</li> <li>▪ Report any issues to the Team Leader.</li> <li>▪ Ensure a high standard of housekeeping is adhered to with 5S maintained as it is rolled out through the facility.</li> <li>▪ Ensure plant is appropriately maintained and anything not working is reported and repaired without delay.</li> <li>▪ Raise any non-conformance issues on any item as soon as they are identified using the company procedures.</li> <li>▪ Accident and near miss reporting processes are followed.</li> <li>▪ Ensure shop floor data collection bookings are always correct.</li> <li>▪ Paperwork Handling: Complete all paperwork required for all orders and ensure that this is passed to the relevant department.</li> <li>▪ Cleaning and preparation of the days ENP tanks, for following days production.</li> </ul> |
| <b>Other Responsibilities</b> | <ul style="list-style-type: none"> <li>▪ Ensure all duties are carried out safely within the company Health &amp; Safety requirements.</li> <li>▪ Ensure full adherence to the Quality Management System</li> </ul>   |
| <b>Preferred Experience</b>   | <ul style="list-style-type: none"> <li>▪ Experience in engineering environment.</li> <li>▪ Chemical handling.</li> <li>▪ Overhead crane experience.</li> <li>▪ Jigging/wiring of parts in fast paced environment.</li> </ul>  |

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| <b>Personal Attributes</b> | <ul style="list-style-type: none"><li>▪ Ability to manage time / workload.</li><li>▪ Good communication skills, able to coach and mentor where required.</li><li>▪ Keen eye for quality and detail</li><li>▪ Good problem-solving skills.</li><li>▪ Can-do positive attitude and energy</li><li>▪ Good team member and contribute in a positive way to the development of the team and business</li></ul> |
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