



## Job Description Pack

Job Title:	CNC Machinist
Manager / Supervisor:	Cell Leader
Location:	Unit 5b, Whittle Place, Kingsway Park, Dundee, DD2 4US
Working Hours:	Monday – Thursday      08:00 – 16:30 Friday                      08:00 – 13:00              37 hours per week
Salary:	Dependent on Experience
Post Status:	Full Time, Permanent Contract

### Identification

Job Title:	CNC Machinist
Department:	Shop Floor
Responsible to:	Cell Leader
Responsible for:	N/A

### Job Purpose

- Point of contact for all machining queries from Semi Skilled Personnel, operators and apprentices within your cell.
- Liaise with Cell Leader to plan workload within Cell for optimum efficiency.
- Create, prove out and control CNC Programming information supplied to meet customer specifications.

### Principal Working Contacts

**INTERNAL** – Company Secretary, Business Development Manager, Cell Leader, Machinist, operators and apprentices  
**EXTERNAL** – Auditors, Tooling Representatives, Maintenance Engineers and Customers.

### Main Duties

- Prepare CNC Programmes;
- Download and run CNC Programmes;
- Manufacture components to Customer Specifications;
- Inspection of components to meet Customer Specifications;
- Complete Documentation as per the Company Good Document Practice;
- Communicate with Purchasing to maximise efficiency within cell.
- Support, engage and actively participate in the Integrated Management System
- Assist operators and apprentices when required
- Maintain and actively support the Health and Safety of our premises and activities.

**Person Specification**

Person Specification			
	Essential Requirements	Desirable Requirements	Method of Assessment
Professional / Educational Qualifications	<ul style="list-style-type: none"> <li>Time Served Engineer</li> <li>SVQ Level 3 – Mechanical Manufacturing Engineering (or Equivalent)</li> </ul>		Application
Relevant Work / Other Experience	<ul style="list-style-type: none"> <li>CNC Trained &amp; Experience</li> <li>Health &amp; Safety Compliant</li> <li>Work to Processes</li> <li>Seeks Continual Improvement in all aspects of job.</li> </ul>	<ul style="list-style-type: none"> <li>Product Knowledge;</li> <li>Quality Process Knowledge.</li> </ul>	Application / Interview & Test
Particular Skills / Abilities	<ul style="list-style-type: none"> <li>Organisational Skills;</li> <li>Ability to work as a member of a team;</li> <li>Excellent Communicator – Oral &amp; Written.</li> </ul>	<ul style="list-style-type: none"> <li>Accurate in both word processing and data inputting.</li> <li>General Computer Skills.</li> </ul>	Application / Interview
Personal Qualities	<ul style="list-style-type: none"> <li>Self-Motivated and able to work without constant supervision;</li> <li>Ability to take initiative;</li> <li>Problem Solving Skills;</li> <li>Able to work to strict deadlines;</li> <li>Polite and Professional Manner;</li> <li>Ability to keep calm under pressure;</li> <li>Strong Leader and motivator at all levels</li> </ul>	<ul style="list-style-type: none"> <li>Flexible</li> <li>“Can Do” attitude.</li> </ul>	Application / Interview
Any Additional Job Related Requirements	<ul style="list-style-type: none"> <li>Willing to keep up to date and undertake training as required.</li> </ul>		Application / Interview

**Other Duties**

The Job Description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.