



Job Description Pack

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

Job Purpose

- Set and run CNC Programming information supplied to machine components as per Clients Drawings

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

- Download and run CNC Programmes;
- Set-up and run production components;
- Manufacture components as per Clients drawing;
- Inspect parts as per Clients requirements;
- Manufacture to client’s quality requirements;
- Support, engage and actively participate in the Integrated Management System
- 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"> Time Served Engineer SVQ Level 3 – Mechanical Manufacturing Engineering (or Equivalent) 		Application
Relevant Work / Other Experience	<ul style="list-style-type: none"> CNC Trained & Experience Health & Safety Compliant Work to Processes Seeks Continual Improvement in all aspects of job. 	<ul style="list-style-type: none"> Product Knowledge; Quality Process Knowledge. 	Application / Interview & Test
Particular Skills / Abilities	<ul style="list-style-type: none"> Organisational Skills; Ability to work as a member of a team; Excellent Communicator – Oral & Written. 	<ul style="list-style-type: none"> Accurate in both word processing and data inputting. General Computer Skills. 	Application / Interview
Personal Qualities	<ul style="list-style-type: none"> Self-Motivated and able to work without constant supervision; Ability to take initiative; Problem Solving Skills; Able to work to strict deadlines; Polite and Professional Manner; Ability to keep calm under pressure; Strong Leader and motivator at all levels 	<ul style="list-style-type: none"> Flexible “Can Do” attitude. 	Application / Interview
Any Additional Job Related Requirements	<ul style="list-style-type: none"> Willing to keep up to date and undertake training as required. 		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.