

JOB DESCRIPTION

Job Title:	<i>TRAINEE TECHNICAL OPERATOR</i>
Responsible to:	<i>Team Leader</i>
Main Purpose:	<i>To carry out required tasks and duties on production lines, including ancillary equipment and machinery to ensure that production materials, processes and finished products conform to standards and specifications.</i>

Main tasks and duties

- To ensure that production materials are supplied to machines in conformance with specification.
- To set-up, start-up and control production machinery and ancillary equipment as required by the department.
- To ensure that the production process is maintained in accordance with the required quality standards.
- To ensure that finished products conform to pre-determined standards and specifications.
- To deal with non-conforming materials, processes and products in accordance with Company procedures.
- To ensure that adequate standards of safety, housekeeping and cleanliness are applied and maintained in the workplace.
- To participate in training and improvement activities and to train others as required.
- Responsible for the allocation of Operators to machines / duties to ensure that all required work is carried out on their shift in the absence of a Team Leader.
- To be willing and capable to learn new and established processes and procedures within given time-scales as required by the Production Manager.
- To ensure that all output and product output sheets are completed on their shift and that any problems relating to scrap or downtime are clearly documented.

Health & Safety

- Carry out duties at all times in a safe and responsible manner whilst conforming to current Health & Safety Regulations;
- Ensure Team Leader and fellow employees are informed of all potential hazards / problems that may arise;
- Through good housekeeping procedures ensure that a safe and clean working environment is kept at all times;
- Ensure all waste material or product is dealt with, as directed, in a prompt manner;
- Check disposal instructions are strictly adhered to and that no environmental pollution results from the disposal of any material from the area under your control.

Communications

- Ensure communications are maintained at the highest possible level between management and the workforce and keep your Team Leader / Manager advised of impending situations which could develop into more serious problems;
- Develop mutual respect with employees, by ensuring that all dealings are objective and impartial.

General

- Ensure compliance with the company's Equal Opportunity Policy;
- Any other duties as may reasonably be required in line with your training and experience.