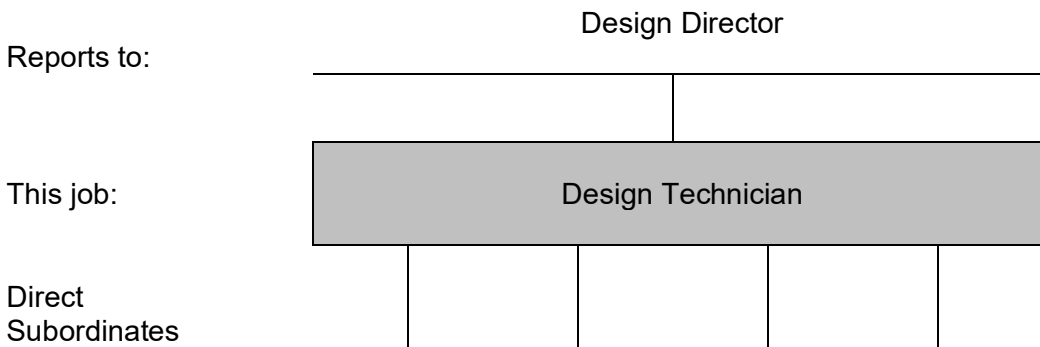




Design Technician Job Description

1 Organisation Structure



2 Job Profile and Person Specification

Qualifications: HNC/HND or equivalent preferred but not essential.

Special Skills:

- Working knowledge of 3D SolidWorks (specifically sheet metal and drawings).
- Working knowledge of punch machinery.
- Effective technical knowledge of various fabrication techniques.
- An understanding of engineering drawings and principles.
- Accuracy and attention to detail.
- Good numeracy and computer skills.
- Clear communication skills.
- Strong problem-solving skills.
- Ability to meet deadlines and work under pressure.
- A `can do` and `right first time` approach.
- Ability to work as part of a team and encourage co-operation is essential.

Experience: At least 12 months in a related manufacturing environment. Knowledge of lean manufacturing techniques and quality improvement tools would be a distinct advantage.

3 Contacts

Internal: Leadership Team, HR, Finance, Commercial, Operators, Quality, Logistics, Design, Engineering and Maintenance.

External: Audit bodies, Customers & Sub Contractors when required.

4 Job Objective

Responsible for supplying detailed job packs to the Production Team ready for the manufacture of each order, including CAM programmes for the CNC punch machinery where required.

5 Main Duties and Responsibilities

- 5.1 Create 3D models from customers drawings/schedules ready for production.
- 5.2 Produce detailed drawings for fabrication.
- 5.3 Production of assembly drawings/instructions to aid on site installation, if and when required.
- 5.4 Collaboration with other departments to ensure customer expectations are met.
- 5.5 Liaising with customers should any design/fabrication issues arise.
- 5.6 Create DXF's for all parts on Punch Schedule ready for import into Sigma/Stream Punch.
- 5.7 Import SolidWorks models/DXF's into SigmaNest/Stream Punch.
- 5.8 Clean up geometry of flat patterns prior to tooling.
- 5.9 Nest and tool parts in most efficient and economical way.
- 5.10 Ensure correct number of parts are nested in the correct material, as per the punch schedule.
- 5.11 Identify what stock to use, if not predefined, and request procurement of additional material where required.
- 5.12 Ability to troubleshoot and record changes required to drawings to enable production information to be corrected and maintained accurately.
- 5.13 Liaise with Production Team in the event of any Ad Hoc parts being required.

- 5.14 Produce mock nests for the Sales Team, as and when required, to aid material purchase for specific projects.
- 5.15 Explain construction/fabrication methods to members of the Production Team, should there be any queries.

5.16 To be aware of health and safety requirements and ensure that operators within your team are working in compliance with health & safety policies and procedures and that a safe working environment is maintained. This will include:

- Assisting with the development of new safe systems of work and ensuring that these are followed.
- Ensuring the integrity of machine guarding and safety control devices. Ensuring that all control measures are being used in accordance with work instructions and manufacturer's instructions.
- Investigating and reporting accidents and dangerous occurrences.
- Ensuring that employees wear personnel protective equipment (PPE) where required by specific safety procedures or mandatory workplace signage.
- Carrying out and recording risk assessments for those activities performed within your department.
- Maintaining a safe working environment.

This job description specifies only the main duties and responsibilities of this role and as such you will occasionally be asked to carry out tasks which are not specified. In this instance you will be expected to co-operate where such changes are reasonable and within your capabilities.