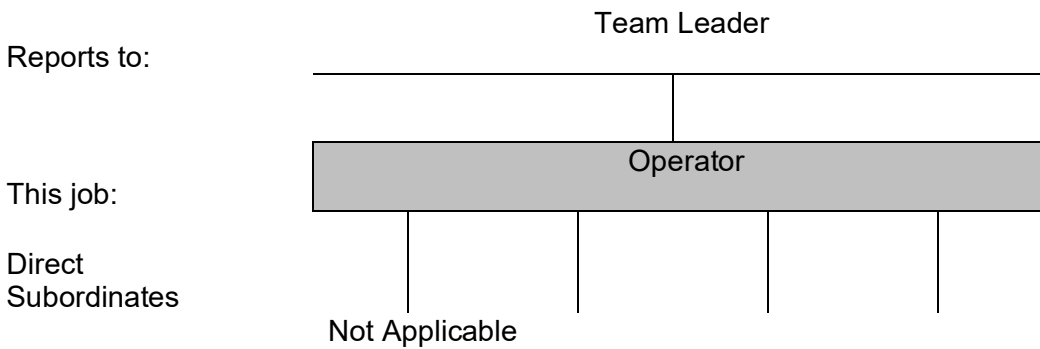




# Setter Operator Job Description

## 1 Organisation Structure



## 2 Job Profile and Person Specification

**Qualifications:** NVQ Lvl 2 in Machine Operations

**Special Skills:** Good attention to detail, Good knowledge of Engineering & material technology, ability to work with your hands and think outside of the box for solutions to problems. Good at Maths and be able to interpret design drawings. Must be a good team player who is flexible in their approach to work. Has experience of Lean within the work place.

**Experience:** + 3 years in a relevant industry & is competent in operating punch & press machinery

## 3 Contacts

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

**External:** Audit bodies & Customers when required.

## 4

### Job Objective

To, program, set & operate machinery in line with design specifications, quality standards & training matrices

## 5 Main Duties and Responsibilities

- 5.1 To Liaise closely with production leadership in order to clearly understand and agree production objectives.
- 5.2 To ensure team, individual targets & objective are met in line with agreed dates
- 5.3 Performing efficient & reliable operations of various metal objects in line with the required quality standards.
- 5.4 Evaluate engineering drawings and ensure their implementation according to the required specification.
- 5.5 Carry out all required safety checks & ensure documentation is completed in line with standards and regulations .
- 5.6 Perform all pressing, punching & fabrication tasks using various equipment & technologies. Transfer material within the factory as required.
- 5.7 Carry out TPM on machines in line with the companies protocol and liaise with Leadership for any repairs or required services.
- 5.8 To participate in any company initiatives on new working methods and practices, manufacturing methods and information systems. Including the recording of all requested production related information.
- 5.9 Demonstrate a solutions orientated behaviour & a “Can Do” attitude with regard to problem solving and decision making & assist all other production areas as required.
- 5.10 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 inclusive 5’s

**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.**

