

**Job Description**

**DEPARTMENT:** Composite Shop

**REPORTS TO:** Production Supervisor

**PURPOSE:**

To be able to work and produce Composite monuments to the company design and manufacturing procedure. To comply with the CMM's when working on the overhaul projects.

**PRIMARY RESPONSIBILITIES:**

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| 1. Be able to read and understand design drawings                              |
| 2. Bonding techniques including blocks, inserts and folding composite panel    |
| 3. Work with materials such as Skycore/Corian/Metalwork and plastics           |
| 4. Work within the guidelines of the manuals and governed company practices    |
| 5. Keep a clean and safe working area  |
| 6. Produce accurate parts/panels and monuments within the allotted time scales |

**OTHER RESPONSIBILITIES:**

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|----------------------|
| 1. Good attendance   |
| 2. Good time keeping |

**HEALTH AND SAFETY AND QUALITY RESPONSIBILITIES:**

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| 1. Work safely within the workshop and care taken to self and colleagues |
| 2. Wear safety equipment and PPE where and when required                 |

**IMPORTANT HEALTH AND SAFETY CONSIDERATIONS OF THE ROLE (E.G. NIGHT WORK. COMPRESSED AIR LINE. VDU'S. ETC.):**

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| 1. Care should be taken when using air lines and other machinery |
| 2. Human factors training  |

**PERSONNEL SPECIFICATIONS**

**QUALIFICATIONS, TRAINING & EXPERIENCE:**

	Essential	Desirable
1. Broad general education	Yes	
2. Preferably qualifications such as City and Guilds		Yes
3. Human factors and EWISS training		Yes

**KNOWLEDGE OF:**

	Essential	Desirable
1. Products and processes within department	Yes	
2. Operating machinery		Yes

Signature GCF .....

Signature Manager .....

ABILITY TO:	Essential	Desirable
1. Good communication and interpersonal skills	Yes	
2. Willing to help in areas outside of remit if required	Yes	
3. Work on own initiative	Yes	
4. Supportive of a team environment	Yes	
5. Able to work to tight schedules and deadlines, with multiple priorities	Yes	
6. Honesty and integrity	Yes	
7. Reliability	Yes	

Signature of Position Holder \_\_\_\_\_ Date \_\_\_\_\_

Signature of Manager \_\_\_\_\_ Date \_\_\_\_\_

File Copies: (1) Employee, (2) Manager, (3) Human Resources