

Job Description

Department: Composite Shop

Reports to: Production Supervisor & Head of Production

Purpose:

To be able to work and trim Composite monuments to the company design and manufacturing procedure. To comply to 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. Understand bonding procedures of solvent and water based adhesives according to spec sheets |
| 3. Work with materials such as Skycore, tedlar, laminate coverings, leather, plastics, and foams |
| 4. Be able and confident to work with various cutting implements |
| 5. Be able to prepare panels and monuments ready for coverings |
| 6. Work within the guidelines of the manuals and governed company practices |
| 7. Work on own and in a team |
| 8. Keep a clean and safe working area |
| 9. Ensure you have suitable tooling and equipment to undertake general work tasks |
| 10. Good time management |
| 11. Produce accurate parts/panels and monuments within the allotted time scales |
| 12. An attitude to overcome problems and issues whilst working using their own initiative |
| 13. Be flexible in work approach |
| 14. Be able to work on own and use initiative whilst producing components |

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 |
| 3. Dispose of discarded cutting blades safely and securely |

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 |

Signature Trimmer

Signature Manager

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

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