



JOB DESCRIPTION

TITLE: Factory Operative	LOCATION : TEWKESBURY, England	REV 0
	EFFECTIVE DATE: DECEMBER 2017	PAGE 1 of 3

1 JOB DETAILS:

Department	Operations			Reports To	Cell Leader		
Category	Direct						

1 JOB SCOPE: To operate all machines in and around the factory to manufacture multilayer PCB panels.

2 JOB DIMENSIONS: (For Management & Supervisory positions)

Number of direct reports:	0	Total number in team managed:	0
Budgetary responsibility:	0	Revenue responsibility:	0
Other dimensions appropriate to the job: N/A			

3 DUTIES & RESPONSIBILITIES: (not listed in any particular order)

- Operating all equipment and machines in the Factory to achieve daily targets
- Comply with company policies and Standard Operating Procedures
- Maintain appropriate standards of cleanliness of all equipment in the Factory
- Comply with all H & S legislation to ensure all risks are minimised and report any concerns
- Maintain equipment as per maintenance activity schedules in the Factory
- Support training of colleagues when required

4 SKILLS & KNOWLEDGE:

Essential	<ul style="list-style-type: none"> • Experience of working in a factory
Preferred	<ul style="list-style-type: none"> •

4 MINIMUM QUALIFICATIONS:

Essential	<ul style="list-style-type: none"> • Level 2 Numeracy • Level 2 Reading • Basic computer skills
Preferred	<ul style="list-style-type: none"> •

Warning: This information is controlled and any printed version, unless suitably endorsed by a controlling authority, is deemed as uncontrolled and should be compared with the source information at time of use to ensure no revisions have been implemented.

TITLE: FACTORY OPERATIVE	LOCATION: TEWKESBURY, ENGLAND	REV 0
	EFFECTIVE DATE: DECEMBER 2017	PAGE 2 of 3

6 ANY SPECIAL REQUIREMENTS:

Essential	<ul style="list-style-type: none"> Undertake training specific to the role To attain and sustain required standards of work which may include exams / assessments to company standards or external bodies
Preferred	<ul style="list-style-type: none"> To demonstrate the company behaviours

7 PHYSICAL DEMAND CATEGORY:

- Sedentary Work**
- Light Duty**
Lifting 20 pounds maximum with frequent lifting and / or carrying of objects weighing up to 10 pounds.
- Medium Work**
Lifting 50 pounds maximum with frequent lifting and / or carrying of objects weighing up to 25 pounds.
- Heavy Work**
Lifting 100 pounds maximum with frequent lifting and / or carrying of objects weighing 50 pounds or more.
- Very Heavy Work**
Lifting objects in excess of 100 pounds with frequent lifting and / or carrying of objects weighing 50 pounds or more.

Required License / Certification:

Valid Driver's License (as requirement for inter-company travel)
--

8 SPECIFIC ACTIONS REQUIRED:

In an eight hour day, this job may include:

<u>Standing/Walking</u>	<u>Sitting</u>	<u>Driving</u>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input checked="" type="checkbox"/> None
<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional
<input type="checkbox"/> 1 - 4 Hrs	<input type="checkbox"/> 1 - 4 Hrs	<input type="checkbox"/> 1 - 4 Hrs
<input type="checkbox"/> 4 - 6 Hrs	<input type="checkbox"/> 4 - 6 Hrs	<input type="checkbox"/> 4 - 6 Hrs
<input checked="" type="checkbox"/> 6 - 8 Hrs	<input type="checkbox"/> 6 - 8 Hrs	<input type="checkbox"/> 6 - 8 Hrs
<input type="checkbox"/> > 8 Hrs	<input type="checkbox"/> > 8 Hrs	<input type="checkbox"/> > 8 Hrs

9 WORK ENVIRONMENT:

This job may include:

<u>Attribute (Condition)</u>	<u>Yes</u>	<u>No</u>
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Height	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Radiation	<input type="checkbox"/>	<input checked="" type="checkbox"/>

10 REPETITIVE MOTIONS:

This job will include:

- Simple Grasping** **Fine Manipulation** **Pushing & Pulling** **Finger Dexterity** **Foot Movement**

11 MANEUVERABILITY

This job will require:

<u>Movement</u>	<u>Frequent</u>	<u>Occasional</u>	<u>None</u>
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Warning: This information is controlled and any printed version, unless suitably endorsed by a controlling authority, is deemed as uncontrolled and should be compared with the source information at time of use to ensure no revisions have been implemented.

TITLE: FACTORY OPERATIVE	LOCATION: TEWKESBURY, ENGLAND	REV 0
	EFFECTIVE DATE: DECEMBER 2017	PAGE 3 of 3

Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12 AUTHORIZATION:

Name	Position	Signature	Date

Warning: This information is controlled and any printed version, unless suitably endorsed by a controlling authority, is deemed as uncontrolled and should be compared with the source information at time of use to ensure no revisions have been implemented.