**JOB DESCRIPTION**

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| **Date of Job Description:** | **October 2017** |

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| **JOB DETAILS****Post Title: CNC Setter Location:** **Hours:** **Reports to:**   |

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| **JOB PURPOSE** To set the production machinery and equipment correctly to achieve the output rate needed to complete the production plan and ensure on-time delivery of goods |

**QUALIFICATIONS, EXPERIENCE, ETC**

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| **Experience** |
| Essential: | To have worked in an engineering company using machinery |
| Desirable: | To have CNC Setter experience |
| **Knowledge** |
| Essential  | Tooling knowledge and able to set up machinesMachines and tool knowledge |
| Desirable | NC codeTo have operational programming knowledgeTo be able to do visual checks |
| **Skills** |
| Essential  | To be able to follow instructions accuratelyTo understand drawingsInspect 1st offs, spotting any problems and resolving |
| Desirable | To understand tooling sheetsOperator experience and deburring |
| **Qualifications** |  |
| Essential | No specific qualification are needed although any gained in a similar job role will be beneficialTraining is given in-house combining job shadowing with on the job tuition. The job holder’s learning will be evaluated regularly |
| Desirable | Familiarity with computers |
| **Attributes** |
| Essential | * Able to show an organised methodical way of working
* Able to maintain tidiness and order around work area
* Listening skills
* Understand and follow read and verbal instructions
* Part of a small team, working in a small environment
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| Desirable | Able to stand for long periods of time and concentrate on the job |

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| **KEY TASKS:** |
| * To set production machinery and equipment
* Perform product changeover, setups and run established tooling to the manufacturing specification, within production time targets
* Diagnose and correct running faults in a timely manner
* Control the process to maximise output but minimise scrap
* Effectively communicate progress and any issues with the Shift Manager
* Maintain and improve machine efficiencies: perform basic maintenance task to ensure the safe and efficient operation of equipment
* Identify tool preparation requirements and communicate these and any defects to tooling technicians via the tooling sheet
* Complete quality checks and maintain product quality standards in line with QA specifications
* To manufacture the product to the required standards and record all data as required by the quality standards
* Communicate any problems or opportunity for improvement to manager
* Maintain a clean, tidy and safe working environment
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| **COMMUNICATIONS AND WORKING RELATIONSHIPS:** |
| * Internal
 | Setter team, Operators, management team and team colleagues.  |
| * External
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**CONDITIONS OF SERVICE:**

**Probationary period** - both temporary and permanent appointments subject to a probationary period of 25 weeks. At the end of this period, subject to service being satisfactory, permanent employment will be confirmed if any. Please refer to the Probationary policy.

**Health and safety** – to take reasonable care to promote a healthy working environment and safe working practices in accordance with Health and Safety Policy. As an employee, there is a requirement under section 7 of the Health and Safety At Work Act 1974 to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions at work

PPE will be provided by the Company and must be worn at all times where specified

**JOB DESCRIPTION AGREEMENT**

**Post holder’s signature:**

**…………………………..............................................................Date: .....................**

**Line Manager Signature:**

**..................................................................................................Date: ………............**