



JOB DESCRIPTION

JOB TITLE:	DEPARTMENT:	REPORTING TO:
SMT Operator	SMT	SMT Engineer / Supervisor
LOCATION:	GRADING LEVEL:	DATE OF JOB DESCRIPTION:
Hook	3	September 2018

JOB PURPOSE:

To carry out Surface Mount Technology (SMT) activities to quality and industry standards.

KEY RESPONSIBILITIES AND TASKS:

- Using written work instructions and items lists to assemble products to customer specifications and IPC-J-STD-001 Class 3 as directed
- Operating SMT machinery and carrying out machine maintenance as and when required
- Setting up all necessary equipment and carrying out necessary checks
- Programming SMT machinery as and when required
- Checking production documentation
- Liaising with SMT Technician regarding timescales, documentation and other queries
- Supporting OLS activities
- Liaising with Quality and Engineering on SMT queries
- Complying with all 5S activities as required

PROFESSIONAL RESPONSIBILITIES:

People Management

- This role has no direct managerial responsibilities

Training and Development

- To take responsibility for own training and development
- To be regularly supervised in accordance with good practice guidelines and policies
- To participate in the annual performance review process
- To attend all relevant mandatory training as and when required to do so

Health and Safety

- To ensure that all health and safety requirements are followed in line with Company policies and procedures

General

- To comply with all Company policies, procedures and values
- To ensure that all duties are carried out to the highest quality standards

ROLE & PERSON REQUIREMENTS:

Role Specification

- Ability to work to written instructions and bills of materials
- IPC certifications are required
- Experience in SMT is required
- Understanding of component identification codes such as resistors, capacitors and ICs
- Good computer skills including Microsoft Office



Person Specification

- High attention to detail and accuracy
- High concentration levels
- Excellent level of dexterity
- Flexible and proactive approach
- Able to respond to changes in demand and meet tight deadlines

JOB EVALUATION & GRADING INFORMATION:

Driving Business Forward

- Working under: department / line manager
- Level of decision making / influence: none
- Involvement in strategy & growth decisions: no involvement

Output and Consequences of Work

- Level of consequence of output: high
- Impact of consequences of output: local level
- Focus on the quality of output: high
- Level of accountability: high
- Area of accountability: own output

Work Demand and Level of Responsibility

- Work demand: high
- Level of responsibility: own output and at local level
- Level of responsibility for business activities: supports business activity & assigned activities by leaders

People Management

- Managerial responsibilities: none

Communication

- Level of communication: normal
- Scope of communication: internal, some cross departmental
- Impact of communication: limited to some audiences

Skill Level

- Level of skill required: high
- Scope of skill level required: local level
- Dealing with issues: escalate problems, use initiative when required
- Processes & procedures: to be followed
- Involvement in strategy decisions: none

JOB HOLDER:

MANAGER:

Signature:.....

Date:.....

Signature:.....

Date:.....

Please note that this job description is not an exhaustive list of duties and responsibilities. The post holder is required to be flexible and undertake other duties to assist with meeting operational needs.