



JOB DESCRIPTION

JOB TITLE:	DEPARTMENT:	REPORTING TO:
Electro Mechanical Technician	AIT	AIT Team Leader
LOCATION:	GRADING LEVEL:	DATE OF JOB DESCRIPTION:
Hook	4	September 2018

JOB PURPOSE:

To build complex mechanical and cable assemblies to quality and industry standards.

KEY RESPONSIBILITIES AND TASKS:

- Manufacturing mechanical assemblies, Fibre Optic Integration, Loom Manufacture and Installation down to 30 AWG wire, Crimping and Soldering
- Using written work instructions and items lists to assemble products to customer specifications, IPC-J-STD-001 and WHMA-A-A-A620 as directed
- Interpreting of advanced complex assembly drawings, wiring schematics, bills of material and items lists in order to complete work and highlight issues
- Soldering and terminating wires, and production of cable assemblies
- Working on new product introduction in support of engineering tasks
- Supporting and assisting test and fault finding activity for advanced box build wiring
- Fully understanding, using and maintaining correct crimp tooling
- Fully understanding and having awareness of high level flight box quality requirements
- Complying with all 5S activities as required

PROFESSIONAL RESPONSIBILITIES:

People Management

- This role has no direct people management responsibilities but is typically involved in managing people relating to projects

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 mechanical and cable assembly is required

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: line manager
- Level of decision making / influence: some to minimal
- Involvement in strategy & growth decisions: none

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
- Level of responsibility for business activities: normal & assigned activities by leaders

People Management

- Managerial responsibilities: none but is typically involved in managing people relating to projects

Communication

- Level of communication: normal
- Scope of communication: internal, cross departmental, some external customers
- Requirement to influence others, change behaviour & define direction: moderate to some audiences

Skill Level

- Level of skill required: high
- Scope of skill level required: local level
- Dealing with issues: use initiative & be problem solving 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.