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| **JOB DESCRIPTION** |
| **COMPANY NAME:** | Specdrum Ltd |
| **JOB TITLE:**  | **Machine Operative**(Includes –Band Saw, Manual Lathe, Milling Machine) |
| **REPORTS TO:**  | **Shift Team Leader/Production Supervisor** |
| **JOB PURPOSE:**  | To operate machine to manufacture required components in line with production schedule. |
| **KEY RESPONSIBILITIES:**  |
| * To correctly operate machine to manufacture component parts for production, to required quality standard in accordance with work instruction provided.
* To read, understand and correctly implement technical drawings.
* To handle, transport and store component parts as per training and instruction.
* To maintain work equipment and a safe and well organised workstation.
* To complete daily safety checks to ensure machine and work equipment is in good working order and submit all necessary check sheets as required.
* To follow instructions provided by supervisor.
* To work in accordance with relevant risk assessments and safe systems of work, as per Health & Safety training and instruction.
* To comply with company policies and procedures.
* Any other duties, within reason and capability, as agreed with the General Manager / Supervisor.
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| **PERSON SPECIFICATION:** |
| ***Criteria*** | ***Essential*** | ***Desirable*** |
| **Qualifications/Attainments** | * Good standard of education to GCSE level or equivalent
 | * Valid Forklift Truck licence
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| **Relevant Experience / Knowledge** | * A strong work ethic
 | * Previous experience of operating work machinery
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| **Skills and Competencies** | * Ability to read technical drawings
* Ability to read and use measuring tools
 | * Operational use of Cranes, Air & Hand Tools
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