

	Doc Type: <b>TIER 3 - FORM</b>	Document Number / Issue
	Title: <b>JOB DESCRIPTION</b>	<b>FM-15 Issue 2</b>
	Department: <b>HUMAN RESOURCES</b>	Issue Date : 27/10/2015

## JOB DESCRIPTION

Job Title:	SMT Operator	Name:	
Reporting To:	SMT Production Supervisor	Date:	

### PURPOSE OF JOB

Reporting to the SMT Supervisor to assist in the manufacture of a wide range of electronic assemblies within the Surface Mount Department.

### TECHNICAL KNOWLEDGE/QUALIFICATIONS

- Educated to at least GCSE standard or equivalent
- Computer literate
- Good attention to detail
- Experience in a manufacturing industry
- Experience with industrial machinery would be advantageous
- Use of fine tools and microscopes would be advantageous
- Any form of electronics qualification, desirable

### PRIMARY ROLES & RESPONSIBILITIES

- Running a Surface Mount line to production schedule
- Surface mount assembly of printed circuit boards (PCB's), including pasting, printing and loading pick and place machines.
- Inspection prior and post reflow
- Interpret documentation including parts lists, drawings
- Follow documented procedures.
- Preventative maintenance tasks and general housekeeping of the SMT work area.
- Ensure all work carried out is completed to specified levels of acceptable workmanship.
- Ensure all work is carried out and completed in a timely fashion.
- Report any problems with products or process to the SMT production supervisor or production manager.

### OTHER RESPONSIBILITIES

- Adhere to the Health and Safety requirements and regulations
- Adhere to the Company IT and Data policy
- Comply with the statutory requirements and regulations and Company requirements
- Carry out any other reasonable request which is for the benefit of the business
- Assist in the training of team members ensuring best practice standards are maintained

## PERSON SPECIFICATION

### SMT Operative – Twilight Shift

Competency Definition	Description of Activities/Behaviours
<b>Planning and Organising</b> Organises and prioritises to achieve results.	<ul style="list-style-type: none"> <li>• Seeks out work/takes next job when finished</li> <li>• Makes best use of time available</li> <li>• Manages own workload</li> <li>• Ensures work environment clean and tidy</li> <li>• Completes relevant paperwork on time</li> </ul>
<b>Performance Improvement</b> Initiates support or responds to change by continually striving to improve processes or performance consistent with the needs of the business.	<ul style="list-style-type: none"> <li>• Checks work to ensure right first time</li> <li>• Contributes ideas for improvement</li> <li>• Identifies discrepancies in information</li> <li>• Sets high personal standards</li> <li>• Strives to achieve deadlines</li> <li>• Focus on quality and service</li> <li>• Identifies opportunities for training and self-development</li> </ul>
<b>Focus on Output</b> Manages processes/people in ways which deliver high standards and results to agreed deadlines	<ul style="list-style-type: none"> <li>• Accepts reasonable instructions</li> <li>• Works methodically and systematically to achieve quality results</li> <li>• Completes tasks in accordance with required technical specifications</li> <li>• Obtains and interprets specification accurately</li> <li>• Achieves agreed deadlines</li> <li>• Pays attention to detail to ensure highest quality is achieved</li> </ul>
<b>Problem Solving</b> Identifies problem and takes appropriate action based on evaluation of all possible options.	<ul style="list-style-type: none"> <li>• Uses technical expertise to identify problems</li> <li>• Utilises most appropriate method for completing tasks</li> <li>• Understand commercial/financial impact of own roles and acts accordingly</li> <li>• Knows when to refer matters upward</li> </ul>
<b>Communication</b> Expresses self with confidence and clarity written and verbally and demonstrates effective listening	<ul style="list-style-type: none"> <li>• Completes all relevant paperwork clearly</li> <li>• Prepared to give an opinion</li> <li>• Presents options/facts logically using appropriate language</li> </ul>
<b>Flexibility</b> Responds positively to changing situations/priorities in order to achieve company objects	<ul style="list-style-type: none"> <li>• Responds positively to changing priorities</li> <li>• Remains focused when under pressure</li> <li>• Able to handle a variety of different tasks</li> <li>• Willing to learn additional skills</li> <li>• Prepared to work additional hours</li> </ul>
<b>Team Working</b> Works effectively with others throughout the Company towards attainment of Company goals	<ul style="list-style-type: none"> <li>• Shares on knowledge/expertise within the team</li> <li>• Maintains positive relationships with other departments</li> <li>• Puts forward ideas at team meetings</li> <li>• Once skilled, willing to train others</li> <li>• Recognise impact of own actions on other functions</li> </ul>

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.