**SELWOOD LTD**

**POSITION DESCRIPTION: Production Operative**

**LOCATION:** Chandler’s Ford

**POSITION PURPOSE:** To assemble a range of electric and diesel motor driven pumps within a production manufacturing facility, using 3D CAD work instructions. Responsible for own build efficiency, productivity, quality, Right First Time (RFT) and performance against key KPI’s.

**RESPONSIBLE TO:** Production Manager

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| **REGULAR CONTACTS:** | **Internal** | Production Manager  Production Team Leader  Production Team  Quality Manager  Manufacturing Engineers  Production Engineers  Warehouse Team |

**MAIN RESPONSIBILITIES:**

* To assemble a variety of pumps using 3D CAD work instructions, in an efficient and economic manner, ensuring Right First Time (RFT), every time standards.
* Follow Bill of Materials (BOM), to assemble chassis component parts, such as: engines, pump body units, pump chassis, couplings, electric motor battery’s, guarding and adding fuel lines.
* Follow Bill of Materials (BOM), to assemble pump body units, such as: bearings, mechanical seals, identification plates, shimming and impellers.
* Follow CAD work instructions, to accurately read torque values and apply in application to pumps.
* Assemble from manufacturing drawings or 3D CAD to pre-defined build standards within the required timeframes. This could include preparation of engines prior to production assembly.
* Operate overhead gantry to move Body Units and Engines, ensuring Health and Safety processes are always followed.
* Complete Job Cards in line with build processes, once completed hand over to Production Team Leader or Production Manager.
* Complete vacuum and water testing as per test specifications.
* Dress finished assemblies by cleaning and adding decals, in preparation for Finishing Technician to complete Pre-Delivery Inspection (PDI) or Post-Production Check (PPC).
* Maintain a clean and tidy workstation and production environment, using 6S methodology (Shine, Safety, Standardise, Sort, Set and Sustain).
* Perform daily checks to ensure equipment and hand tools are in safe working order and calibrated, report any concerns or defects to Production Team Leader or Production Manager.
* Achieve production KPI targets, in line with Manager and internal/external Customer requirements.
* Promote safe working practices as per company processes, and when identified, record near misses on the internal Health and Safety system.

The main responsibilities are outlined above. This is not a definitive list, and other tasks/activities may be necessary as the Company’s commercial activities require.

**QUALIFICATIONS & EXPERIENCE:**

* Hold a recognised mechanical trade qualification (car mechanics, engineering), or have experience/an interest in manufacturing.
* NVQ Level 3 in Manufacturing (or similar) is desirable but not essential.
* Previous experience of working in a manufacturing environment would be desirable (but is not essential).
* Demonstrate a methodical approach, with strong concentration and attention to detail skills, and the ability to quickly recognise errors in a production process.
* Working knowledge of relevant machinery and equipment, with the ability to interpret production / pump build instructions and information.
* Knowledge of relevant Health and safety, and Quality standards and procedures.
* Ability to work on own initiative, while recognising overall impact to the Production Team.