



POSITION DESCRIPTION

Spring Maker

Date 9th July 2020
Reports To: Factory Manager

Job Purpose

Responsible for manufacturing springs and wire products in accordance with the work order in a safe and efficient manner ensuring the quality standards are adhered to.

Key Responsibilities

Machining products

- Machine setting & operation
- Hand process work
- Setting and operation of automatic Grinders
- Hand Grinding
- Power Lathe work
- Toolmaking – under supervision
- Detail Drawing interpretation
- Accurate measurement and setting out

Goods Inward/outward management

- Assist with unloading goods when necessary, ensuring you do this in a safe manner without damage to trucks or stock
- Picking and packing of goods
- Despatch of products

Other

- Load and unload trucks and move stock/materials as required
- Deal with wrapping and palletizing jobs for delivery
- When dealing with chemicals, adhere to all relevant H&S procedures at all times

General

- To adhere to all company policies and procedures at all times

- Maintain good housekeeping standards around workstations and in the premises generally.
- to work with other team members across the business to achieve consistent goals
- To adhere to and promote the company values of respect and supporting your team at all times
- Adherence to, and promotion of Health and Safety policies and procedures at all times
- Participation in Safety talks and sharing of ideas to improve the business
- Diligent completion of allocated tasks in a timely and accurate way at all times
- Proactively learn and upskill whenever possible

This job description is intended to outline the principal duties and responsibilities of this role. However, this is no way limits the requirement to act at all times to support the company. As such the incumbent may be required to take on tasks outside of the scope of this role.

Competencies required

Attitude Work ethic and teamwork	Works as an effective member of the team towards achieving the team goals and demonstrates an appropriate work ethic at all times.
Initiative & Problem Solving:	Demonstrates appropriate levels of initiative by thinking outside the box and providing appropriate suggestions or implementing changes as appropriate to job level.
Time Management/ Flexibility & multitasking:	Manages workloads within appropriate timescales, making use of available tools and resources.
Quality & Accuracy:	Ensures quality of work adheres to company standards at all times.
Communication:	Demonstrates effective written and oral communication both with internal and external customers.
Ownership	Takes appropriate levels of ownership for tasks and delivery at all times

Skills and qualifications required:

- Must hold current forklift license.

- Mechanical aptitude
- A metal work trade certificate (preferable)