

Job Description

Main Purpose of Position

Produce bespoke parts using CNC lathe, turning machines or manual milling, drilling machines, ensuring high standards in quality and health and safety awareness, maintaining equipment and supplies.

Continually highlighting and improving the manufacturing process; while supporting the team members in implementing improvements.

Specific Areas of Responsibility

- ✓ Carrying out machining activities by studying work orders, engineering drawings, materials and machining parameters; interpreting geometric dimensions and tolerances (GD&T).
- ✓ Ability to program and work on CNC lathe as well as manual turning, milling and drilling machines under own initiative is essential. Experience with XYZ Protorn SLX 425(Proto Trak SLX) Huron, Bridgeport, Harrison machinery is desirable but not essential.
- ✓ Through constant monitoring and observation, ensure all personnel, their work activity and actions meet stringent criteria with regards to:
 - Health & Safety
 - Company Procedures
 - Quality of work
 - Environmental Impact
 - Housekeeping
- ✓ To assist in the reporting of machining progress to dept charge hand.
- ✓ Immediate notification to the machining charge hand or manufacturing engineer with any issues that may occur during machining process, or issues that have already happened.
- ✓ Assist with compilation of information for routine reports and statements, and any supporting documentation as necessary.
- ✓ Ensure all manufacturing processes and documentation is adhered too.
- ✓ To assist in the Generation of appropriate information as required for contractor or sub-contractor personnel, and for internal colleagues including:
 - Production Manager
 - Manufacturing Engineers
 - Project Managers
 - Supply Chain

- Design
- Estimating
- Accounts

Additional Tasks

Carry out, as instructed, any task as deemed reasonable by the Machine Shop Charge Hand or the Production Manager. These tasks may be:

- ✓ Anywhere in the UK
- ✓ Overseas as or when appropriate

Reporting Relationships

Reports to: Production Manager, Machine Shop Charge Hand

Reportees: None

Standards

- ✓ Compliance with company procedures and policies.
- ✓ Display a professional, acceptable attitude and image for all work associated with and undertaken on behalf of NIS Ltd.
- ✓ Uphold NIS core values.

Signed [TITLE]: _____ Date: _____

Signed [LINE MANAGER]: _____ Date: _____

Person Specification

Qualifications	Essential	Desirable
City and Guilds, NVQ's or equivalent in Mechanical Engineering / Machining Complex Components	✓	
Time served apprenticeship	✓	
CCNSG Passport to Safety		✓

Experience & Knowledge	Essential	Desirable
Practical experience of manual & CNC machining technology	✓	
Experience of using the NIS IT system		✓
Good understanding of Health and Safety	✓	

Skills & Abilities	Essential	Desirable
Good written and verbal communication	✓	
Self-motivated and enthusiastic	✓	
Committed to delivering high standards	✓	
Able to follow verbal and written instructions	✓	
Able to contribute to the compilation Health and Safety risk assessments	✓	

Other	Essential	Desirable
To work in accordance with NIS policies and procedures	✓	
Flexible approach to working hours	✓	
Excellent time keeping ability	✓	