

# CANDIDATE SPECIFICATION



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| <b>JOB TITLE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Manufacturing Operative – Surface Treatment Plant |                  |                  |
| <b>REPORTING TO</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Supervisor                                        |                  |                  |
| <b>DEPARTMENT/SUB DEPARTMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Manufacturing, Surface Treatment Plant            |                  |                  |
| <b>LOCATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Rochford                                          |                  |                  |
| <b>OVERALL PURPOSE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                   |                  |                  |
| To assist in all the processes related to the Surface Treatment Plant (STP) and Wastewater Treatment Plant (WWTP) including sub-assemblies and part marking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                   |                  |                  |
| <b>PRINCIPLE ACCOUNTABILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                   |                  |                  |
| <ul style="list-style-type: none"> <li>• To undertake the preparation of components for treatment.</li> <li>• To undertake minor assemblies and part marking, including anchor nut riveting, solid riveting, helicoiling and bearing installation using a fly press.</li> <li>• To read, interpret and understand engineering drawings and to adhere to all specifications.</li> <li>• To undertake the loading and unloading of components from the STP including selecting the relevant chemical process from the existing database for all components prior to treatment</li> <li>• To carry out day to day maintenance, such as upkeeping hand tools and jigs and fixtures on the STP.</li> <li>• To undertake post treatment inspection checks.</li> <li>• To ensure that all components meet the required quality standards.</li> <li>• Responsible for ensuring that a high standard of housekeeping is maintained.</li> <li>• To support and train other team members when necessary.</li> <li>• Responsible for carrying out all tasks allocated by the Manager in a timely and efficient manner.</li> <li>• To help create and maintain a safe working environment and observe the published Health and Safety procedures.</li> <li>• To carry out any other tasks where reasonable and relevant, when required.</li> </ul> <p>This is not an exhaustive list.</p> |                                                   |                  |                  |
| <b>QUALIFICATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                   | <b>ESSENTIAL</b> | <b>DESIRABLE</b> |
| GCSE (or equivalent) English and Maths at grade C or above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                   |                  | ✓                |
| <b>EXPERIENCE/ SKILLS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                   | <b>ESSENTIAL</b> | <b>DESIRABLE</b> |
| Experience in anodising, surface treatment or chemical processes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                   |                  | ✓                |

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|-------------------------------------------------------------------------|------------------|------------------|
| Experience in minor assembly                                            |                  | ✓                |
| Mechanical Engineering Knowledge                                        |                  | ✓                |
| Able to Read Engineering Drawings Metric & Imperial                     |                  | ✓                |
| Use of hands tools                                                      | ✓                |                  |
| Use of Measuring equipment                                              |                  | ✓                |
| Ability to work independently while collaborating in a team environment | ✓                |                  |
| Ability to work under pressure and to deadlines                         | ✓                |                  |
| <b>PERSONAL SKILLS</b>                                                  | <b>ESSENTIAL</b> | <b>DESIRABLE</b> |
| Team Player                                                             | ✓                |                  |
| Strong Work 'Can-do Ethic'                                              | ✓                |                  |
| Exceptional at building relationships                                   | ✓                |                  |
| Excellent Customer Service skills                                       | ✓                |                  |
| Strong attention to detail and time management                          | ✓                |                  |
| Exceptional Planning and Organisation skills                            | ✓                |                  |
| High awareness of Productivity and Quality                              | ✓                |                  |
| Excellent Communication skills                                          | ✓                |                  |
| Flexibility                                                             | ✓                |                  |
| Takes Responsibility for actions                                        | ✓                |                  |
| Learn, Apply and Improve                                                | ✓                |                  |