

Job Description – Technician

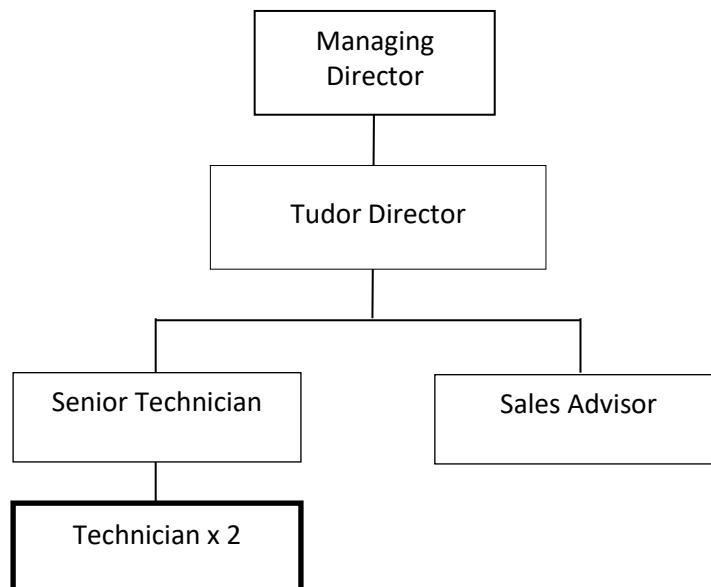
Job Title	Technician – Tudor Treadmills
Location	Based in Sheffield with UK travel
Responsible To	Tudor Director
Date	March 2019

Job Purpose

To consistently manufacture and assemble Tudor Treadmill products, and other items when needed, to the highest quality, without defects and within the required deadline.

Use a variety of hand and power tools and manual labour to support the final product assembly, and installation at customer’s premises. Ensure all products are finished and ready to dispatch and install by the required deadline. Therefore, guaranteeing customer satisfaction, repeat business and maintaining the high quality reputation of Abtech.

Reporting Structure



Main Duties & Responsibilities

- Check all parts provided from stores, match to the picking list, and notify the Treadmills Engineer of any missing / incorrect parts
- Check all parts provided from 3rd party machining / fabrication suppliers are manufactured to drawings
- Assemble parts and sub assemblies using hand tools and traditional assembly techniques
- Follow wiring diagrams to assemble electrical draws and other electrical / electronic derived items
- Collate equipment needed ensuring it matches the requirements of the finished goods
- Follow assembly instructions, putting together parts in the right order e.g. gaskets, seals, spacers, bearings, mechanisms etc.

- Check all products for defects and report to the Senior Technician
- Report any problems or discrepancies in the assembly process immediately to the Senior Technician
- Keep all administrative records up to date and document actions / any modifications made
- Use a variety of hand and power tools and machinery e.g. pillar drills, grinder, spot welder, crimping tool, following appropriate methods and procedures to complete mechanical assembly of components or products
- Support the Senior Technician with the training of new employees and agency staff as and when required

Installs / Repairs

- Install treadmills at customer premises
- Travel to customers premises to carry out repairs
- Maintain a high level of customer service at all times

Quality & Continuous Improvement

- Maintain and own the quality of the products assembled
- Ensure that all components and products meet the expected level of quality and that all ISO 9001 procedures are followed
- Ensure that quality is maintained to specifications and drawings and checked on a regular basis
- Ensure all completed treadmills are inspected and fully tested before despatch
- Endeavour to generate ideas for continuous improvements on how processes can be amended to improve efficiency

Health & Safety

- Maintain a clean, organised and safe working area
- Turn off and lock out equipment when not in use
- Ensure all health and safety procedures are followed and highlight any risks to either yourself or others, no matter how trivial
- Report any accidents or potential risks to the Treadmills Engineer

General

- Ensure all Key Performance Indicators (KPI's) and targets are met
- To adhere at all time to all the Company's policies and procedures, including Health and Safety, Quality Assurance and Equality and Diversity
- Any other duties which are commensurate with the post
- A flexible approach to work at all times and to work overtime hours when required
- Regular working away from home will be required to accommodate customer requirements

Disclaimer

This job description is only a summary designed to indicate the general functions of the role. It is not an exhaustive list expected of this post and therefore the duties and responsibilities might differ from those outlined in this description. The company reserves the right to modify duties or job responsibilities at any time. Any job description provided to you by the Employer will not form part of your contract of employment unless specified otherwise.

Person Specification – Technician		
Knowledge	Essential	Desirable
A general knowledge of products and materials	✓	
A strong technical knowledge	✓	
An understanding of how machines work and maintenance procedures	✓	
A general knowledge of manufacturing and production procedures	✓	
Experience	Essential	Desirable
Basic mechanical and electrical experience	✓	
Experience of operating machines within a manufacturing environment		✓
Experience of working within a fast-paced environment		✓
Skills	Essential	Desirable
Customer focused with excellent communication and listening skills	✓	
Numeracy and literacy skills	✓	
The ability to follow instructions and diagrams and read technical drawings	✓	
The ability to identify problems and identify and implement workable solutions	✓	
Good practical skills, dexterity and hand eye co-ordination	✓	
Self motivated with good organisational skills	✓	
Operate hand and power tools and machines		✓
Excellent record of attention to detail and accuracy	✓	
Friendly and helpful approach to both customers and colleagues	✓	
A team player with the ability to work on own initiative	✓	
A high level of concentration working with speed and accuracy when performing repetitive tasks within a fast-paced environment	✓	
A basic knowledge of IT, including all Microsoft packages		✓
The ability to work flexible hours and overtime when required	✓	
Qualifications	Essential	Desirable
Driving licence	✓	
5 GCSE's or equivalent		✓
NVQ in Performing Manufacturing Operations at levels 1 and 2		✓