

Job Description



Job Title	Apprentice Engineering Operative / Technician
Department	Production
Line Manager	Production Team Leader

The following activities and responsibilities form the important and critical aspects of the Job Description. However, there will be additional responsibilities associated with the day to day business requirements which will be associated with this position.

Key Tasks

Production

Responsible for production related activities in the Semmco factory including:

- Reading drawings to assemble Semmco products, including but not limited to: Ground Support Equipment (GSE) such as trolleys, trailers, brake changers; Access Equipment – steps (all sizes), docking and gantries.
- Use of hand tools and power tools such as drills, grinders and sanders.
- Use of machine shop equipment including mill, lathe, saws, tube bender and hydraulic tube bender.
- Assembly of access structures, ground support equipment, and similar products.
- Packing and protection of parts and products.

Repairs and Service

Responsible for all in-house engineering jobs, repairs and manufacturing contract repairs and projects.

- Manufacture, assemble, Inspection service and repair work of the Semmco and other GSE suppliers ground support equipment and respiratory protection products.
- Small batch and one-off manufacturing.
- Repair of GSE and Access products (both Semmco and other manufacturers).

Communications

Report and liaise with Production Team Leader regarding:

- Work schedule (projects / orders / priorities)
- Advise Production Team Leader or purchasing team of any stock requirement for future use on projects

The Production Team Leader is to be first line manager but the position will involve working closely with other members of the company and following instructions and requests from them, in particular the company General Manager.

It is expected that all Semmco employees will act appropriately in all dealings with customers, suppliers, members of the public and other members of staff, to work and communicate in a professional manner either face to face, over the telephone or via written communication (including email) at all times.

Job Description



Administration

The company operates using a quality system ISO 9001: 2015. All work must be recorded as per the company quality system, and company procedures must be followed. All materials used must be recorded and accounted to for to ensure that customers are charged correctly.

All work orders adhered to and drawing marked up with corrections where applicable.

Personal Protective Equipment

Any PPE must be worn in accordance with company policy and it is the employee's responsibility to ensure that all PPE, including uniform is kept clean and in good repair at all times.