



Technician, Production Engineering – Job Description

(Job Code and Level: EPRE002)

Definition:

Production Engineering defines and works out how the product will be assembled on the production line including the design packaging ensuring the right quantity of components/products are delivered to support the speed of the production line. Review efficiencies and eliminate waste within the manufacturing process. Deliver high quality products/components to clearly defined standards.

Overall Purpose of the Role:

Assist/support the Production Engineers with implementation of production processes and procedures, productivity improvements and project based activities, including new product introduction and manufacturing cell design to reduce waste, improve quality and safety, and reduce operating costs. Support delivery of the KPIs and ensure preventative actions are taken to maximise success. Work on many phases or sub-tasks of projects or entire projects of moderate complexity, with results impacting on project completion. Work under general supervision, reviewed at project milestones and/or on completion by Senior Management.

Key Responsibilities:

General and Task Management

- Ensure all manufacturing equipment is set up and produces product according to established Quality Control specifications and standards
- Ensure any statutory legislation and/or quality system requirements are adhered to with regard to process changes and equipment modifications
- Continually monitor in-process quality, addressing issues as needed
- Ensure that all existing and new equipment and processes are operated in compliance with all current Quality Control, Health and Safety and Environmental legislation and regulatory requirements
- Ensure all equipment is maintained as assigned, and in accordance with requirements detailed on the appropriate schedule/plan or work instruction, ensuring the minimisation of downtime within planned costs for repair and spares

- Support the installation and validation of new equipment and technology and ensure a smooth and acceptable transfer to production
- Ensure good communication
- Undertake special projects and contribute to continuous improvement activities as required
- Support and participate in process improvement activities
- Write simple reports and provide information to line management
- Achieve goals within budget
- Plan projects or subtasks so they may be tracked in line with budget and agreed timeframes
- Be aware and work to achieve the section Key Performance Indicators (KPIs)
- Attend various meetings and action/communicate instructions
- Undertake continuous training and development
- Participate in root cause analysis and resolution of problems
- Agree and comply with the approach to be taken for assigned tasks

Relationship Management

- Work closely with Operational, Engineering and Quality Control to actively pursue and promote continuous improvement
- Liaise and communicate with other departments
- Support the Engineers

Self Management

- Comply with the Health, Safety and Environmental Policies
- Balanced and confident
- Applies experience and logic
- Achievement Focussed
- Makes productive contributions
- Team player with a positive effect on the mood
- Consistently manages the task
- Is self aware
- Is resilient, optimistic, open to change with a collaborative approach to working with others
- Shows moral courage, openness and honesty in all dealings

Skills and Attributes:

- Work under minimal supervision with frequent work reviews
- Understanding manufacturing processes
- Understanding engineering, scientific and other technical information
- Understand lean manufacturing
- Uses basic concepts and techniques of the profession
- Ability to work in a diverse and dynamic environment
- Ability to Plan and prioritise activities
- Good communication and interpersonal skills
- Ability to present data effectively
- Problem-solving and analytical skill set

- Team working skills
- Understanding of Health and Safety practices
- Good understanding of customer deliverables and the impact of failure/cost of poor quality

Qualifications and Experience Levels:

- GCSE Level A-C, IVQ Technician certificate, BTec first certificate or equivalent NVQ level 2 qualification
- Commitment to work towards professional accreditation with an industry related body
- Ability to use CAD
- Ability to design processes and layouts
- Previous work experience in an automotive/ manufacturing environment
- Knows and applies basic concepts and techniques of the profession
- Understanding of production costs to include waste, downtime, scrap and re-work

Example roles this job description may cover:

- Industrial Engineer
- Process Engineer
- Manufacturing Engineer