

Job Title: Production Operator
Department: Production
Pay Grade:
Reporting to: Production Supervisor
Responsible for: Vac tube part assembly

Introduction

Photek Ltd is a privately owned company located in East Sussex currently employing just over 50 people. Our core business is the manufacturing of specialised imaging detectors and systems covering a diverse range of industries from aerospace to biomedical. Applications for such detectors include the detection of single photons and ultrafast cameras capable of sub nanosecond exposure times.

Background

As a manufacturer of highly technical and high performance optical detectors, Photek is continually improving their technology and product range. An additional operator is required to fulfil our increasing production demands.

Job Summary

The successful candidate will be required to accurately assemble and to a high quality level sub-assemblies that form part of vacuum tubes.

Dimensions

- The job will involve working in a number of different production areas to ensure we have flexibility in our production requirement.
- The successful candidate will work in a clean room environment for part on the working week.
- The role will require working Monday to Friday during normal 'office-type' hours

Key Areas

1. Duties

- Preparation and cleaning of components used in sub-assemblies.
- Manual assembly operations
- Use of small hand tools.
- Use of automated equipment used in assembly processes.
- Completion of paperwork, recording some data.
- Possible use of welding and/or soldering equipment.

Photek Limited

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Registration Number: 2641768 England
Registered Office: Priory House, St John's Lane, London, EC1M 4HD

- Possible use of lathes, mills and drills
- Measurement of parts and inspection (possibly using microscope)
- Follow detailed written production procedures.
- Complete parts within given time.
- Good communication skills and able to work in several teams.
- Full training will be provided as necessary.

2. Human Resource

Leadership

- Promote and uphold company performance standards and ideology (quality, continuous improvement, housekeeping & work ethic).

Staff Training & Development

- Internal and external training will be provided as necessary for the job and candidate.

3. Health & Safety

- Promote & maintain awareness and compliance of H&S in accordance with best practice and legal requirement.

4. Ad hoc

- The role may include other reasonable duties/tasks from time to time.

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Person Specification

Factor	Essential	Desirable
<u>Qualifications</u>		
Maths and English at GCSE (grade C or better)	Y	
Foundation technical quals (e.g. OND, Btec, C&G, PEO 1 or 2)		Y
<u>Experience</u>		
Low to medium volume production	Y	
Use of hand tools	Y	
Welding and/or Soldering		Y
Measurement tools (verniers, calipers, micrometers etc..)		Y
Working in clean rooms		Y
<u>Knowledge</u>		
Basic maths	Y	
Familiar with mechanical drawings		Y
Understanding of Optical lenses, vacuum technology, coatings etc		Y
<u>Skills & Abilities</u>		
Manual dexterity and good concentration	Y	
Capable of using small hand tools	Y	
<u>Personal Qualities</u>		
Ability to follow written working practices accurately	Y	
High attention to detail and in quality of work	Y	
Ability to manage time during the day to complete given tasks	Y	
Dynamic, positive and enthusiastic	Y	
Ability to work well in teams and communicate effectively with team and supervisor		

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I have read, understood and accept my job description as detailed;

Signed:

Name in Capitals:

Dated:

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