

# Job Description



## Production Technician

The Production Technician's role is to work in the conformal coating departments' cleaning, masking, demasking and touch in departments and the distribution department. Working under the guidance of the departments' Technician Supervisor and Production Manager, you will acquire the knowledge to work independently and always according to the job route cards and drawings. Work practices and procedures must always be adhered to and daily actions recorded on the job route card. Health and safety standards must be adhered to all times and an understanding of the critical nature of the task, hazardous materials and the working environment is essential.

## Key areas of responsibility

### Conformal Coating Production

- Clean, mask, wash, inspect, demask and touch in printed circuit boards.
- Meet production targets daily
- Maintain a log of your work completed daily and sign route cards
- Follow instructions on job route cards, raising awareness about non-compliance and contributing to continuous improvement.
- Support the Distribution Supervisor by checking in and inspecting printed circuit boards
- Prepare boards ready for processing
- Work in line with despatch schedules liaising with department heads regarding priorities
- Assist in the training of new and existing staff members
- Maintain a clean, tidy and safe working environment
- Wear appropriate PPE at all times.

### Distribution

- Assist the distribution technician in the distribution department
- Stock control and ensure stock remains within expiry date
- Blending, decanting and mixing of custom materials
- Pack materials ready for dispatch
- Book couriers and prepare paperwork for product dispatch
- Assist with maintenance and cleanliness of the workshop.
- Best practice in health and safety and PPE at all times without exception.
- Ensuring correct records are maintained accurately.

### Key skills & responsibilities

- Manage workload effectively
- Keep a record of daily activities and objectives
- Ensure weekly targets are met
- Always promote best practise in health and safety
- Monitor and record stock effectively
- Engage with company objectives and be an active member of the team
- Use ERP system and maintain your handheld device

At Chiltern Connections our values define who we are, our culture and determine the way we engage with our employees, create products and services.

### **Our Company Values**

#### **We build relationships and deliver results**

We value all interactions with our customers, partners and each other to drive success. Developing relationships by understanding our customers and industries whilst providing great service, delivers results.

#### **We work as a team**

We work together to meet the needs of our clients and help the company be the best it can be.

#### **We are accountable**

We take ownership for the quality of our individual work but also take pride in what we deliver as a team; our focus is on a successful outcome for all. When things don't go as planned, we use it as an opportunity to share, learn and grow.

#### **We make a difference**

Pushing ourselves every day to be our best and always going the extra mile. We are passionate about providing solutions for our clients and arrive every day to make a difference through our passion and hard work.

#### **We act with integrity**

We are honest and upfront in our dealings. Building trust builds a better company.

#### **We Give Respect**

Empathy and kindness go a long way. Inclusion and respect are a defining part of our identity.

### **Contextual or other information**

This job description is intended to give the applicant an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken, it does not attempt to detail every activity.

Specific tasks and objectives will be agreed with the applicant at regular intervals as part of an ongoing program of performance and development review.

Technicians will be required, at all times, to perform any reasonable task, as requested by the line manager in order to meet the operational needs of the business.