

***Job Description***

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| ***Post:*** | **Workshop Technician with CNC experience** |
| ***Accountable to:*** | **Assistant Learning Area Manager** |
| ***Department:*** | **Engineering** |

***Job Purpose***

The post holder will aid staff and be the first point of contact for learners using XYZ CNC lathe and milling machines in addition to manual machines.

They will also be responsible for maintaining a safe and efficient workshop, ensuring compliance, maintenance and servicing of machines is kept up to date, and keep stock of consumables and material supplies.

MAIN DUTIES AND RESPONSIBILITIES

* To keep technical knowledge up to date in the safe operation of manual and XYZ CNC machines.
* Be able to interpret CAD drawings.
* Ensure all health & safety practices are adhered to by staff and students at all times.
* Ensure compliance of all industry operational procedures.
* Ensure that all equipment is maintained correctly and stored neatly in its correct place and is ready for re-issue.
* Ensure that returned equipment is cleaned, stored and effectively administrated.
* Carry out routine maintenance and organise the servicing of machines and ensure that records are updated accordingly.
* Assist the Curriculum Leader in ordering resources for the teaching to take place. The procurement will follow College policies and stay within the annual budget.
* Ensure stock is from suitable suppliers and produce purchase orders for stock required.
* Accept delivery of tools, equipment and materials from suppliers
* Ensure a safe and effective stock control system to prevent loss, damage or theft of equipment.
* Ensure good housekeeping - workshops are kept clean and orderly and walkways are always clear.
* Take part in projects and taster events when requested to do so by the Curriculum Leader
* Carry out the duties of a First Aid Responder
* To comply with policies, procedures and codes of conduct of the College including H&S, financial regulations, computer usage, equal opportunities and others as may be amended or introduced from time to time.
* To undertake staff development and training to ensure that skills are maintained and updated as required.

**Other Tasks**

1. Comply with all College Policies & Procedures, keeping abreast of any changes and updating practice and/or systems to ensure continued compliance.
2. Ensure that all aspects of the College Financial Regulations are followed.
3. Contribute to and represent the overall vision and values of the College.
4. Ensure that all services are delivered in compliance with the Welsh Language Standards.
5. To flexibly respond to the needs of the business and to provide an effective service to our learners and other stakeholders.

**PERSONAL DEVELOPMENT**

In partnership with the College, take responsibility for personal development, including:

1. Participating in an annual staff review and identifying development needs.

2. Updating of professional, teaching and training skills and qualifications, through attending staff development opportunities and keeping informed of educational and professional initiatives.

**HEALTH & SAFETY**

All employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Staff are required to co-operate with management to enable the College to meet its own legal duties and to report any hazardous situations or defective equipment.

**GENERAL**

This description is not intended to establish a total definition of the job, but an outline of the responsibilities you are expected to undertake. From time to time you may be required to undertake any other duties commensurate with your level of responsibility.

This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees’ job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. You will, therefore, be expected to participate in any discussions relating to Job Description change.



***Person Specification – Engineering Workshop Co-ordinator & CNC Operator***

*The Person Specification identifies essential criteria needed for the job. The criteria are job-related, justifiable and non-discriminatory.*

*In your application you are asked to address only those criteria labelled A. These will be used to shortlist applicants.*

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| ***Criteria*** | **Essential** | **Desirable** | **Method** |
| ***Qualifications:*** | * Level 3 qualification in a relevant engineering discipline * CNC Miller/Lathe operator certification * Level 2 (Grade A-C) or equivalent Maths and English qualification * IOSH qualification | * NEBOSH qualification * First Aid Qualified | **A**  **A**  **A**  **A** |
| ***Knowledge & Experience:*** | * Current industry knowledge * Proven track record of working in a relevant role. * Experience in a wide range of workshop practices (turning, fabricating, fitting, etc). * Experience of maintaining machines particularly lathes and milling machines * Experience of teaching, demonstrating or instructing. * Experience as a CNC operator * Be able to interpret CAD drawings * Able to diagnose faults through logical and systemic reasoning * Current knowledge of Health and Safety regulations. | * Experience in 3D Printing * CNC Programming * CAD Skills | **A**  **A**  **A**  **A** |
| ***Skills & Abilities:*** | * Excellent verbal and written communication skills. * Ability to deliver taught sessions to a high standard. * Excellent interpersonal skills. * Strong administrative skills. * Attention to detail. * Able to work on own initiative. * Excellent IT and/or ILT skills. * Sound administration skills i.e. ability to organise and work to systems. * Able to complete documentation. |  | **A/I**  **I**  **I**  **A/I**  **A/I**  **I**  **I** |
| ***Personal Attributes:*** | * Innovative and creative to deliver solutions * Ability to work under pressure and to meet deadlines. * Strong drive to succeed, target driven * Strong commitment to Quality * Professional and confident in approach and image. * Able to work independently and as part of a team. * Able to maintain high standards of housekeeping in work areas and ensure equipment is well maintained. |  | **I**  **I**  **I**  **I**  **I**  **I** |
| ***Special Requirements*** | * Prepared to work flexibly between a variety of satellite sites together with access to transport, including business insurance for own transport * Prepared to work unsocial hours when required. | * Welsh speaker |  |

**A – Application Form**

**I – Interview**

**DISGRIFYDD LEFEL IAITH GYMRAEG**

***WELSH LANGUAGE LEVEL DESCRIPTORS***

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| --- | --- | --- | --- | --- | --- |
| **Welsh Essential** | **LEVELS** | **Listening** | **Speaking** | **Writing** | **Reading** |
| **Level 4**  **Proficient** | Able to understand all conversations involving work | Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary | Skilled – able to complete complex written work without the need for revision | Able to understand all material involving work |
| **Level 3**  **High** | Able to follow the majority of conversations involving work including group discussions | Able to speak the language in the majority of situations using some English words | Able to prepare the majority of written material related to the area, with some assistance in terms of revision | Able to read the majority of material in own area |
| **Level 2**  **Intermediate** | Able to follow routine conversations involving work between fluent Welsh speakers | Able to converse with someone else, with hesitancy, regarding routine work issues | Able to draft routine text, with editing assistance | Able to read routine material with a dictionary |
| **Level 1**  **Foundation** | Able to understand a basic social conversation in Welsh | Able to answer simple enquiries involving work | Able to answer simple correspondence with assistance | Able to read basic material involving work (slowly) and understand text that consist mainly of high frequency everyday work related language |
| **Welsh Desirable** | **Entry** | Able to understand basic enquiries in Welsh (“Ble mae…? Ga’ i siarad â…?”) | Able to conduct a general conversation (greetings, names, sayings, place names) | Able to write basic messages (“Diolch am dy help.”) | Able to understand and read very short, simple texts |
| **None** | No Welsh language skills at all | No Welsh language skills at all | No Welsh language skills at all | No Welsh language skills at all |

**DISGRIFYDD LEFEL IAITH GYMRAEG**

***WELSH LANGUAGE LEVEL DESCRIPTORS***

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| **Cymraeg Hanfodol** | **LEFEL** | **Gwrando** | **Siarad** | **Ysgrifennu** | **Darllen** |
| **Lefel 4**  **Rhugl** | Gallu deall pob sgwrs yn ymwneud a’r gwaith | Rhugl – gallu cynnal sgwrs a gofyn cwestiynau, am gyfnod estynedig pan fod angen | Medrus – gallu cwblhau gwaith ysgrifenedig cymhleth heb angen adolygu | Gallu deall deunyddiau yn ymwneud a’r gwaith |
| **Lefel 3**  **Uchel** | Gallu dilyn y mwyafrif o sgyrsiau yn ymwneud a’r gwaith yn cynnwys trafodaethau grwp | Gallu siarad yr iaith yn y mwyafrif o sefyllfaoedd gan ddefnyddio rhai geiriau Saesneg | Gallu paratoi'r mwyafrif o waith ysgrifenedig yn ymwneud a’r maes, gyda pheth cymorth o ran adolygu | Gallu darllen y mwyafrif o ddeunyddiau yn fy maes |
| **Lefel 2**  **Canolradd** | Gallu dilyn sgyrsiau arferol yn ymwneud a gwaith, rhwng siaradwyr Cymraeg rhugl | Gallu sgwrsio gyda rhywun arall am faterion gwaith arferol, ond yn petruso | Gallu drafftio testun arferol, gyda chymorth golygu | Gallu darllen deunyddiau arferol gyda geiriadur |
| **Lefel 1**  **Sylfaen** | Gallu deall sgwrs gymdeithasol sylfaenol yn Gymraeg | Gallu ateb cwestiynau sylfaenol yn ymwneud a’r gwaith | Gallu ateb gohebiaeth gyda chymorth | Gallu darllen deunyddiau syml yn ymwneud a gwaith (yn araf) a gallu deall testun sy’n cynnwys iaith gwaith pob dydd yn bennaf |
| **Cymraeg Dymunol** | **Mynediad** | Gallu deall ymholiadau sylfaenol yn Gymraeg (“Ble mae…? Ga’ i siarad â…?”) | Gallu cynnal sgwrs gyffredinol (cyfarchion, enwau, dywediadau, enwau llefydd) | Gallu ysgriffennu negeseuon sylfaenol (“Diolch am dy help.”) | Gallu deall a darllen testunau byr, syml iawn |
| **Dim** | Dim sgiliau Cymraeg o gwbl | Dim sgiliau Cymraeg o gwbl | Dim sgiliau Cymraeg o gwbl | Dim sgiliau Cymraeg o gwbl |