



## Prototype Electronics Ltd

### Job Description

|                               |                                                                      |
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| <b>Job Title:</b>             | <b>Surface Mount Operator</b>                                        |
| <b>Post Reference Number:</b> | <b>SM02</b>                                                          |
| <b>Reports to:</b>            | <b>Production Manager</b>                                            |
| <b>Salary:</b>                | <b>Dependent on skills and experience</b>                            |
| <b>Hours:</b>                 | <b>39 hours per week</b><br><b>Monday – Thursday 7:00am – 5:15pm</b> |
| <b>Status:</b>                | <b>Permanent</b>                                                     |

#### Main Purpose of Role

You will be responsible for the day-to-day set up and running of the Pick and Place Machines and Surface Mount Printers. This will include carrying out hand placements and putting built surface mount boards through the reflow oven. You will need the ability to test and verify components, check documents, check re-flow profiles, set-up either feeders or matrix trays.

You will be a team player with a can-do attitude to ensure the needs of the business are met to a required standard.

You will need to have the ability to carry out hands-on work, supporting the team with the manufacture of products as instructed by the Surface Mount Supervisor.

#### Main Tasks and Duties

- Following the set-up and strip down process within the Surface Mount department
- Escalate issues to the Department Supervisor
- Maintaining a high standard of quality throughout
- Responsible for Quality built on the SM line the operator is running
- Maintain a good standard of housekeeping
- Set up surface mount PCB assembly equipment according to applicable instructions
- Operate surface mount PCB assembly equipment according to applicable instructions
- Inspection / checking of PCB assemblies
- Responsible for reporting issues found with machinery and equipment, to the SM Supervisor, in a timely manner
- Correctly complete all relevant documentation
- Raise concerns and assist with the investigation of production issues
- Assist with continual improvement activities
- Any other duties as required

#### Person Specification

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| Essential                           |                                                                                                                                                                                                                                                                                                                                                                              | Desirable                                                                                                                                                                                |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications                      |                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• IPC 610 experience or qualification</li> <li>• Previous experience of PCB and Electronic assembly</li> </ul>                                    |
| Skills and Abilities                | <ul style="list-style-type: none"> <li>• The ability to work as part of a team in a fast-paced environment</li> <li>• The ability to work as part of a team in a fast-paced environment</li> <li>• Good written and verbal communication skills</li> <li>• The ability to adhere to standards and procedures</li> <li>• The ability to read diagrams and drawings</li> </ul> |                                                                                                                                                                                          |
| Experience and Knowledge            |                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Previous experience of working in an Electronics Manufacturing environment</li> <li>• Operating Surface Mount PCB assembly equipment</li> </ul> |
| Personal Qualities                  | <ul style="list-style-type: none"> <li>• High level of accuracy and attention to detail</li> <li>• Self-motivated and use of own initiative</li> <li>• Resilience, with the ability to work under pressure</li> <li>• Excellent organisational and timekeeping skills</li> </ul>                                                                                             |                                                                                                                                                                                          |
| Other                               |                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                          |
| Competencies Required of all staff: | <ul style="list-style-type: none"> <li>• A positive, 'can-do' attitude.</li> <li>• Keen to embrace and deliver change.</li> <li>• Self-directed with a high level of personal drive.</li> <li>• Commitment to achieving excellence through continuous improvement.</li> <li>• Enthusiastic with ability to motivate.</li> <li>• Ability to problem solve</li> </ul>          |                                                                                                                                                                                          |

**Working Relationships**

The postholder will work under the supervision of the SM Supervisor but will also be expected to work under their own initiative.

There is a need for excellent communication and continued maintenance of relationships with all staff.

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| <b>Issued to:</b> | Name: | Signature: | Date: |
| <b>Issued by:</b> | Name: | Signature: | Date: |
| <b>Version:</b>   |       |            |       |