

Job Title: Production Process Operative LEVEL 4 - NIGHTS	Location: Hunmanby
Department: Production	Contract: Permanent
Reports To: Shift Manager	Direct Reports: N/A

1.0 Job Summary & Role

A Level 4 Operative will:

- Work in a fast paced production environment, this position covers the undertaking of a range of tasks within the manufacture of high quality electronic control systems
- Follow Standard Operating Procedures, Standard Epicor Procedures and Standard Build Procedures to deliver a good quality product
- Have a positive can-do attitude

Shift Pattern (38 hour week): Monday to Thursday: 10pm – 6am & Friday: 6pm – 12am

Please Note: The successful candidate will be required to work on day shifts on a training rate for the first 3 – 6 months until at the required level to move onto nights.

2.0 Key Responsibilities & Main Duties

- Competent in assembling DSE's main volume units and other aspects of Final Assembly
- Hand Building and machine placing of components for batch building of printed circuit boards.
- Carrying out basic testing and inspection routines on completed circuited boards
- Carrying out production finishing line tasks including assembling module casings and label fixing,
- Carrying out production packing line tasks including assembling boxes and boxing up of completed units
- Perform tasks in a safe manner by following DSE Health and Safety Policies, using the allocated PPE and reporting any unsafe events
- Cleaning, tidying and maintenance of work areas and work tools and machinery
- Operational setting up and running of production machines
- Identifying process problems and carrying out corrective actions
- Complete specialist production processes
- A Level 4 Operative will provide training and support to a Level 3, Level 2 or Level 1 Operative
- In order to achieve LEVEL 4 the operator must be signed off in Surface Mount including 6 months experience and be IPC trained OR in all of the following: Final Assembly of all units, Labelling and Inspection, Packing, Hand Building, Potting, Conformal Coating, all Selective Solder Machines and M-Series Assembly
- Perform any other duties as assigned by line Manager



3.0 Internal & External Relationships

- Working with Production Support, Maintenance, Quality, In line repairs & Management

4.0 Key Performance Indicators

- Completion in a safe manner of all tasks and the operation of all tools and machinery following the Company's Standard Operating Procedures
- Highest standard of Productivity and Efficiency
- Consistent achievement of the highest standard of production quality
- Completion of production tasks within planned schedule

5.0 Essential/Desirable Factors

Knowledge	
Essential: <ul style="list-style-type: none">• IT Literate• Educated to GSCE level; Maths and English at C/ Grade 4 level or above	Desirable: <ul style="list-style-type: none">• Electronics Manufacturing & Assembly Automated Processes
Skills & Attributes	
Essential: <ul style="list-style-type: none">• Attention to detail• Well organised	Desirable: <ul style="list-style-type: none">• Ability to work in a fast-paced environment• Able to use Computer Aided Manufacturing Software
Experience	
Essential: <ul style="list-style-type: none">• Have worked previously in a Manufacturing Environment (Preferably in Electronics)	Desirable: <ul style="list-style-type: none">• Experience in operating and programming Surface Mount Pick & Place Automated Machines

Created by	Dated
Production Manager	17/06/2025

