JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Production Process Operative LEVEL 3	**Location:** Hunmanby
Department: Production	**Contract:** Full-time, Permanent
Reports To: Shift Manager	**Direct Reports:** N/A

1.0 Job Summary & Role

Deep Sea Electronics (DSE) is a global leader in the design and manufacture of generator controllers, automatic transfer switch controllers, battery chargers, and vehicle control systems. With customers in over 150 countries and a reputation for innovation, quality, and reliability, we continue to invest in our people, products, and processes.

A Level 3 Operative will work in a fast-paced production environment, undertaking a range of tasks in the manufacture of high-quality electronic control systems. They will follow Standard Operating Procedures, Standard Epicor Procedures and Standard Build Procedures to deliver a good-quality product, and demonstrate a positive, can-do attitude.

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
- 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 3 Operative will provide training and support to a Level 2 or Level 1 Operative
- In order to achieve LEVEL 3 the operator must be signed off in the Final Assembly of the most common units and Inspection, plus any 1 of the following: Packing Machine, Selective Solder Machine and IPC trained or M-Series with a minimum of 6 months experience in the respective area
- 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

5.0 Essential/Desirable Factors

Knowledge	
Essential: • IT Literate • Educated to GSCE level; Maths and English at C/ Garde 4 level or above	**Desirable:** • Electronics Manufacturing & Assembly Automated Processes
Skills & Attributes	
Essential: • Attention to detail • Well organised	**Desirable:** • Ability to work in a fast-paced environment • Able to use Computer Aided Manufacturing Software
Experience	
Essential: • Have worked previously in a Manufacturing Environment (Preferably in Electronics)	**Desirable:** • Experience in operating and programming Surface Mount Pick & Place Automated Machines

Created by	**Dated**
Production Manager	November 2026