cova security gates ltd

Job Specification: Final Assembly Fitter

POSITION DESCRIPTION

Key working relationships

- Reporting directly to the Production Manager
- Liaison with existing members of the Fitting Department and the wider company.

The Role

To fit out a final finished product, ready for delivery.

Hours of Work

40 per week full time, plus other hours as required to fulfil the role.

Main Duties

- Assemble all separate components into a finished product.
- Set up products as required and ensure that they are within tolerances.
- Prepare products ready for collection by clients including cleaning and packaging.
- Be involved in FAT test when appropriate.
- Receive and unload deliveries when appropriate.
- Clean the working area to ensure it is safe and presentable at all times.
- Record information accurately such as serial numbers, dimensions etc on internal documentation.
- Ensure the compliance of company procedures, such as Health and Safety; Environmental; Quality for all areas under your direct control.
- Display a proactive, can-do attitude within the organisation, with a culture of right first time and ownership of problems.
- Willingly carry out other duties deemed appropriate by the company.

General Terms

- As per offer letter of employment, any subsequent correspondence and the contract of employment particulars.
- In line with the Company Handbook.

Key Result Areas and Performance Measures

- Quality of product.
- Administration accuracy and timeliness.
- Housekeeping.
- Cost of rectification of faulty work.
- Feedback.
- Contributing to the development of new ideas through continuous improvement.

Person Specification

Job Title: Final Assembly Fitter

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT STAGE / METHOD
SKILLS AND ABILITIES			
Problem identification and resolution	✓		Interview
Communicate effectively in the correct medium	✓		Application Form
Ability to carry out mechanical work	✓		Application Form
Ability to carry out electrical work	✓		Application Form
Knowledge of hydraulics		✓	Interview
Able to read and interpret technical publications	✓		Interview
Ability to carry out fault diagnosis	✓		Interview
Ability to work with Microsoft products, such as Excel and Word	✓		Application Form
EXPERIENCE			
Four years of final assembly of industrial or commercial equipment	✓		Application Form
Previous experience working on perimeter products		✓	Application Form
Knowledge of fault finding at a component level	✓		Interview
QUALIFICATIONS AND TRAINING			
CSCS Card		✓	Application Form
City and Guilds (or equivalent) in a engineering discipline	✓		Application Form
PERSONAL QUALITIES			
Self motivated	✓		Interview
Personal drive	✓		Interview
Flexible approach to working	✓		Interview
Tenacious	✓		Interview

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT STAGE / METHOD
PERSONAL QUALITIES continued			
Ability to pass knowledge onto others	✓		Interview
Able to work under their own supervision	✓		Interview
100% attention to detail	✓		Interview
Professional appearance and presentation		✓	Interview
A can do attitude	✓		Interview
MOTIVATION AND COMMITMENT			
Seek enjoyment from seeing a problem solved	✓		Interview
SPECIAL REQUIREMENTS			
Fit and healthy	✓		Application Form
Prepared to travel in the UK	✓		Application Form
Prepared to accept nights away from home		✓	Application Form
Full UK driving licence		✓	Application Form
FUTURE EXPECTATIONS OF CANDIDATES			
Potential to be a Supervisor or Manager		✓	Interview
In depth Cova product knowledge	✓		Interview