

## Job Description

<b>Reference</b>	312 & 313	<b>Job Title</b>	Workshop Technician
<b>Department</b>	Prototype	<b>Hours of Work</b>	Full Time / 37 Hours
<b>Type of Contract</b>	Contract Employed	<b>Contract Duration</b>	On-going Permanent
<b>Reporting To:</b>	Prototype Manager		

### JOB PROFILE

#### Overall Purpose and Aims of the Job Role

To support CAD CAM Automotive's (CCA) Prototype Department with various manual activities such as assembly, laminating, building frames/structures from drawings, blocking up and using inspection equipment to measure parts/components.

#### Health & Safety Responsibilities

- To comply with the statutory provisions of the Health and Safety at Work Act 1974 and any Company policy in regards to health and safety including the wearing of PPE.
- To assist with accident investigations and to assist in putting measures in place to avoid repetitions.
- To assist with the completion of risk assessments.
- To ensure all employees have access to a safe working environment and company health and safety policy is applied including the enforcement of PPE
- To maintain a good level of housekeeping

#### Key Tasks – Roles & Responsibilities

- Working from drawings:
  - Make to print
  - CAD extracts
  - Sketches
- Laminating:
  - Working to a specified thickness
  - Extract and clean parts
- Prepare moulds received from CNC:
  - Rubbing down
  - Assembly
- Model making:
  - Blocking up model board & holding fixtures
  - Complex multi-piece Assemblies
- Prepare jigs and fixtures:
  - Mechanical fixed
  - Fabricated
  - Bonded
- Prepare polystyrene press tools to foundry standards
- Working with inspection equipment
- Working with adhesive systems
- Vehicle creation:
  - Assembly of vehicles to CAD/Print
  - Body construction using various materials
  - Soft trim fitment
  - Sub assembly completion
  - Closure setting
- Progress reporting on tasks
- Taking instruction from Prototype Manager & Team Leaders
- Training
- Ad-hoc duties as required

**PERSON SPECIFICATION**

**Technical/IT and Educational Requirements**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Experienced pattern maker</li> <li>• Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use inspection machinery i.e. CMM/Faro arms</li> <li>• FLT licence</li> <li>• First Aider qualified</li> </ul>

**Competencies**

<b>Essential level of competency</b>	<b>Desirable level of competency</b>
<ul style="list-style-type: none"> <li>• Previous experience of working within an automotive prototype environment</li> <li>• Knowledge of laminating</li> <li>• Knowledge of GRP products (polyester resin) &amp; processes</li> <li>• Experience of using woodworking machines</li> <li>• Experience of working with model boards</li> <li>• Experience of working with glue &amp; an understanding of mixing ratios</li> <li>• Ability to read drawings</li> <li>• Can do attitude</li> <li>• Attention to detail</li> <li>• Flexibility to meet customer &amp; business demands</li> <li>• Quality driven and always wanting to deliver the best possible service</li> <li>• Organised &amp; able to manage own workload</li> <li>• Ability to work with minimal supervision</li> <li>• A strong team player, with excellent communication skills</li> <li>• Have a good understanding of Health &amp; Safety and working safely within a manufacturing environment</li> <li>• Adaptable, flexible, with a desire to progress &amp; learn</li> </ul>	<ul style="list-style-type: none"> <li>• Laminating experience gained from either the general Composites or prototype automotive industry</li> <li>• Knowledge of hand and spray laminating materials</li> <li>• Experience of working on properties such as:               <ul style="list-style-type: none"> <li>○ Aerobucks</li> <li>○ Interior clinic models</li> <li>○ Reference Models</li> <li>○ Vision models</li> </ul> </li> </ul>

**Company Requirements**

<p><b>Processes</b></p> <ul style="list-style-type: none"> <li>• To follow Company policies</li> <li>• To ensure that confidentiality and data protection is respected and maintained at all times.</li> <li>• To ensure Company waste management and environment policies are followed.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• To perform any other duty as directed by line management which is safe to complete and you have appropriate knowledge to carry out.</li> <li>• The responsibilities outlined above cannot totally encompass or define all tasks, which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time.</li> </ul>
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**Other**

<ul style="list-style-type: none"> <li>• In order to be considered for this role candidates must be able to prove eligibility to work in the UK</li> <li>• CAD CAM Automotive is an equal opportunity employer</li> </ul>
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**If you are interested in applying for this role please submit a copy of your CV and cover letter to [HR@cad-cam-automotive.co.uk](mailto:HR@cad-cam-automotive.co.uk)**