

JOB DESCRIPTION

Name	New Position
Job Title	Electronic Workshop Technician
Location	Aberdeen
Functional / Discipline Area	Manufacturing

Notes:

- This Job Description will be subject to review at least once a year.
- The duties listed in the Job Description are not conclusive. All employees are expected to be flexible and undertake additional duties commensurate with the overall responsibilities of the job.
- Only specific safety critical responsibilities are listed. However, all employees are required to work safely and adhere to the company quality system at all times.
- Competence standard within this Job Description include minimum entry standards expected at recruitment and also desirable standards that would be expected of a fully competent individual.

Rev	Approved (Department Manager)			Reviewed (Managing Director)		
	Name	Signed	Date	Name	Signed	Date
0	J Ferguson			S Bowring		

Job Description agreed by Jobholder		
Name:	Sign:	Date:

JOB DESCRIPTION

Reporting To

Department Manager:	John Ferguson	Department Supervisor:	Arthur Hedley
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Supervisory Responsibilities

Department Manager of:	n/a	Department Supervisor of:	n/a
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Objective / Scope

Involved in the day to day manufacture, assembly, test and servicing of the full range of Bowtech equipment.

Main Responsibilities

- Manufacture, assembly, test and servicing of workshop manufactured and third party cameras, lights, slirings etc.
- System assembly and test
- Compliance to company workmanship and quality standards
- Direct contact with customer for servicing enquiries
- Assisting with maintenance and preparation of lease pool equipment
- Preparation and maintenance of demonstration equipment
- PAT testing of all company equipment
- Understanding and operation of company Sage system
- Procurement of consumables and sourcing of difficult components
- Technical knowledge of company products
- Site visits as required for installation and test of equipment

HS & E Requirements

To understand fully the Health and Safety at Work Procedures defined by the company, and adhere to the company's Quality System.

PERSON SPECIFICATION / COMPETENCE REQUIREMENTS

	Status Code		
	C	E	P
Qualifications			
HNC Electronic/Electrical preferred	X	X	
Specific Training / Specialist Skills			
On the job experience in a similar environment		X	
Experience			
2 years in a similar role in a manufacturing/service company		X	
Personal Skills			
Neat tidy & methodical		X	
Team player		X	
Self-motivated		X	

- C** = Certificates required.
E = Essential requirement that must be met.
P = Preferred requirement.