

Cirrus Laser job description

Position – Materials Handling – Fork Lift	Division - Operations
Location – Victoria Road, Burgess Hill	Supervisor – Jason Froome

Purpose of the job
<p>Operator must have Electric Counter-balance fork lift truck operator's certificate and practical experience of using vehicles in a production environment. Materials are moved within a pedestrian environment therefore health and safety procedures must be followed at all times.</p> <p>Materials are in sheet or plate form, palletized and delivered to site by supplier's vehicle. Duties include safe unloading from vehicle, identification of material, booking into company MRP system and moving to correct storage position on racking.</p> <p>Additional duties will include removing materials from racking and distribution to appropriate laser or water jet machine. After laser or water jet cutting pallets might be empty (remove empty pallet to outside yard store) or still contain materials (return to appropriate rack position) remove scrap to appropriate scrap bin.</p> <p>During laser or water jet cutting, machine operators need help emptying and stacking cut components ready for next operation. Duties will include working with machine operators and movement of parts to next operation usually by pallet truck or fork lift. After cutting parts have secondary operations typically countersink, tapping and surface finishing, duties will include working within the finishing section and training will be given where necessary.</p> <p>Finished goods are either boxed and shipped via carrier or palletized and loaded by fork lift onto customer vehicles. Duties include checking weight of goods, safe and correct loading onto customer vehicle by fork lift or manual handling.</p>

Key areas	Weighting
<ul style="list-style-type: none"> • Operate Fork Lift Truck • Unload vehicles • Correct storage of materials • Unloading laser / water jet machines • Health and Safety procedures in pedestrian environment 	<p>30%</p> <p>10%</p> <p>20%</p> <p>30%</p> <p>10%</p>

Core Behavioral Competencies	Knowledge/ Experience Required
Good time-keeping at shift changes Attention to detail Methodical Cope with pressure Consistent	Safe handling of large/heavy materials Practical experience production environment
Skills Required	Educational/ Qualifications Required
Technical skills Ability to identify practical solutions Accuracy and speed Work ethic Ability to work in a team	Electric counter-balance operator's license Manual handling knowledge

KPA	Tasks
Prepare machine	<ul style="list-style-type: none"> • Check / charge fork lift on daily and weekly basis • Check battery electrolyte levels
Material handling	<ul style="list-style-type: none"> • Remove materials from racking • Unload materials from vehicles • Load onto machine using vacuum lifter / automation
Remove Materials	<ul style="list-style-type: none"> • Remove components and scrap from Laser / Water jet • Discard scrap in the skip (H&S)
Secondary operations	<ul style="list-style-type: none"> • Surface finishing / parts machining • Packing / checking / shipping of finished goods