

Personnel Specification - Water Jet cutting technician

Skills and Abilities	To do what?	How well?	Importance 1=low 5=high
Good verbal & written communication skills.	To be able to complete internal job related documentation and communicate well with all other members of staff, customers and suppliers	Immediate	5
Numerate	Basic arithmetic with and without the use of a calculator	Immediate	5
Good time management skills	To organise work schedule within boundaries set by manager. Ability to prioritise work and meet deadlines	Demonstrated experience	5
Organisation and scheduling skills	To coordinate physical resources required to meet work schedule.	Previous experience desirable	3
Ability to work on their own	There will be times when you will be required to work on your own	Demonstrated experience	4
Accuracy and attention to detail	Keeping of basic records for jobs (quality system requirements)	Demonstrated ability , further in-house training to be undertaken	4
Intermediate computer skills	Production of 2D CAD drawings / programme machine / record keeping / work scheduling/ using Outlook / using database.	Moderate keyboard skills, intermediate level of general computer knowledge and understanding. Further in-house training to be undertaken	2
General understanding of engineering / manufacturing	To be able to have a basic understanding of how work being completed will be used by the customer and the implications of the quality of cut / tolerances.	Demonstrated previous experience desirable / general aptitude required and further training to be undertaken	3 -4

Skills and Abilities	To do what?	How well?	Importance 1=low 5=high
Forklift user	Use of Forklift to load / unload material Desirable	Competent and safe user desirable. In-house training to be undertaken if no licence held	1
Drivers Licence	Delivery / collection of customer material / cut orders using company vehicle. Desirable	Drivers licence desirable	2
Health & Safety	To be capable of organising your own workspace and tools to be able to undertake work in a safe manner in a busy workshop	Demonstrated experience	5