

Enatel

Position Description

Position: SMT Operator

Department: Manufacturing

Reports to: Factory Team Leader

Direct Reports: None

Scope of Role:

Support the running of the SMT machines ensuring quality standards are met and targets are achieved.

Key Responsibilities:

SMT Machine Operation

- Operation of SMT machine
- Setting up of machines for production runs
- Changing of components
- Applying solder paste to boards
- Inspection of assembled product for faults
- Control of Stencils
- SMT quality record maintenance
- Train backup/relief staff member

SMT Hand Placement

- Operation of the SMT hand placement apparatus
- Inspection of assembled product for faults
- Train backup/relief staff member

SMT Stock Control

- Notifying Store Controller of installation of the last reel of any part (except customer supplied parts)
- Control of solder paste and consumables inventory

SMT Machine Maintenance

- Periodic preventive maintenance of the SMT machines
- Monitoring of machine reject/fault rate

General Production Duties

- General production duties when existing responsibilities are complete, or when a production overload situation exists, and temporary production manpower is required
- Inspection of finished products (PCB) and fault analysis of SMT equipment

- Testing, verification and fault analysis of electronic products in accordance with technical manual

General:

- Upholds the company values
- Perform any other tasks as required by your Manager and/or the business
- Contributes to the achievements of department goals and objectives.

Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner
- Adhere to all health and safety policies whether at our Christchurch premises or elsewhere

Environmental:

Enatel is committed to minimising the environmental impact of our operations and products

- Ensuring Environmental policies and processes are followed

Key Relationships:

Internal	External
• SMT Team	•
• Production Planners	•
• Procurement	•
• Engineers	•

Person Specification:

Attribute	Essential	Desirable
Skills and Competencies	<ul style="list-style-type: none"> • The ability to learn quickly in a new environment. • Have an appropriate and effective set of core values and beliefs, and acts in line with those values. • Integrity and Trust. • Enjoys working hard and is action orientated and full of energy for the things he/she sees as challenging. • Good at figuring out the processes necessary to get things done. • Conflict management. 	

	<ul style="list-style-type: none"> • Creativity – comes up with new and unique ideas. • Learning agility – learns quickly when facing new problems. Open to change. • Good problem-solving skills. • Process management, • Has the functional and technical knowledge and skills to do the job at a high level of accomplishment. • Personal organization and self-discipline to prioritise and manage time effectively. 	
Traits	<ul style="list-style-type: none"> • Humility. • Strong display of integrity. • Trustworthy. • Passionate about what you do • Self-motivated. 	
Experience & Knowledge	<ul style="list-style-type: none"> • Previous SMT experience 	
Qualification / Licenses	<ul style="list-style-type: none"> • Applicable tertiary qualification would be an advantage. 	