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| **JOB DESCRIPTION** |

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| **Contractual Arrangements** | |
| Job Title | Workshop Operative |
| Department |  |
| Location | Burton-upon-Trent Office |
| Shift Pattern (if any) |  |
| Responsible to | Workshop Manager / Senior Sign maker |
| Responsible for | Ongoing Training Apprentice |
| Last Revision | March 2021 |

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| **Job Purpose** |
| Ensure high-quality signage production, matching client requirements within deadlines and budget. The ideal candidate will work closely with the sales, design, manufacturing and installation teams to ensure a quality product is produced every time. Be involved in any remedial works as and when required. Responsible for the quality of all products produced. Work on site and install signage as required. Assist with the development of junior staff within the workshop. |

**Hardy Signs Mission Statement**

To deliver bespoke, high-quality professional and digital signage, to create efficiency, build partnerships and enable success for our customers, our people, our partners and the communities across the UK.

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| **Key Tasks and Objectives** |
| Responsible for producing signs to the provided designs, efficiently, and making suggestions on any amendments as necessary. |
| Operation of pc, cutters, and printers to create signage and vinyl. |
| Work accurately, minimising waste and damage to materials and equipment. |
| Maintain all equipment in the workshop. Ensure nothing is lost. |
| Ensure a safe work environment and that all products leaving the workshop are of a high quality and they conform to all required standards. |
| The ability to work on own initiative and as part of an award-winning manufacturing team. |
| Create samples or mock-ups as required to be provided to design team and/or clients. |
| Work on other tasks as required when directed by the Workshop Manager or his assistant. |
| Ensure a clean and tidy workshop at all times. |
| Required at times to work at height and handle heavy and bulky items. |
| As required attend customer sites for vinyl/signage installations. |
| Responsible for producing signs to the provided designs, efficiently, and making suggestions on any amendments as necessary. |

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| **Financial Responsibilities** |
| None. |

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| **Generic Responsibilities** |
| Comply with all health and safety requirements. |
| Demonstrate a commitment to equality and diversity. |
| Follow all company policies and core values. |
| Remain positive and provide solutions to all day-to-day problems. |
| Arrive at work ready to start on time, in a clean and presentable manner. |
| Behave with integrity at all times. |
| Behave in a friendly and professional manner at all times. |

This job description describes the main responsibilities of the post holder. As circumstances change, they may be amended to reflect new requirements of the post but levels of responsibility and the nature of duties will remain consistent. The post holder will be fully consulted on any significant changes.

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| **PERSON SPECIFICATION** |

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| **Qualifications/Education/Licences** | | |
| Essential | Desirable | Measured by |
| Manufacturing Qualification / Qualified by Experience | Certifications in related subject / Building or shop fitting qualification | CV/Interview/ Certificates |
| **Skills** | | |
| Essential | Desirable | Measured by |
| Hands on / Practical skills  Ability to Prioritise | Maintenance skills  PC literate | Interview / Certificates |
| **Knowledge** | | |
| Essential | Desirable | Measured by |
| Building/Signage industry exposure | Sign making experience  Working at Height experience | CV/Interview |
| **Behaviours** | | |
| Essential | Desirable | Measured by |
| Customer focus  Polite and professional  The ability to work under pressure and to deadlines | Teamwork | Interview |

This person specification describes the main requirements of the post holder. As circumstances change, they may be amended to reflect new requirements of the post but levels of responsibility and the nature of duties will remain consistent. The post holder will be fully consulted on any significant changes.

**Signature of post holder: Name of post holder:**

**Date:**