

Job Title:	Hose Assembly Technician
Location:	Glasgow
Responsible To:	Hose Assembly Workshop Supervisor
Direct Reports:	N/A
Review Date & Rev No	October 2016 Rev2
Purpose of Job:	<p>The Hose Assembly Workshop is a key area within the organisation and the role of the Hose Assembly Technician is crucial to the ongoing success of this part of the business.</p> <p>The main duties are to carry out all activities associated with the assembling of quality hydraulic, industrial and composite hose assemblies in accordance with Company procedures and in compliance with Health, HSE, Quality and Environment laws. Support the Hose Assembly Workshop Supervisor in achieving the teams objectives.</p>
Key Areas of Responsibility:	<p><u>HEALTH, SAFETY, QUALITY & ENVIRONMENTAL</u></p> <ul style="list-style-type: none"> • Ensure that work is produced and delivered in conjunction with the company's Quality procedures, BS EN ISO 9001:2000 and Customer specifications • Ensure that work activities are executed in accordance with the Company's HSE Management System and where applicable the customer's site rules. • Take all the necessary actions to reduce risks in the workplace • Deal effectively with incidents that occur in the workplace • Ensure work areas are maintained clean and hazard free • Ensure that risks are assessed and risk assessments completed where applicable • Ensure that all equipment associated with the Hose Assembly Workshop is regularly inspected and maintained. Report all defects to the supervisor immediately • Be available for routine weekly safety inspections audits as per area inspection check sheet • Ensure strict compliance with PPE regulations, including other staff coming into department • To be aware of environmental issues associated with workshop procedures. <p><u>OPERATIONALLY</u></p> <ul style="list-style-type: none"> • Check Materials listed on Job Ticket are in accordance with specifications and drawings. Discrepancies to be notified to supervisor immediately. • Select all materials required, as listed on job ticket. • Ensure procedure available for required assembly • Carry out assembly work in accordance with approved procedure • Upon completion sign off job ticket using stamp to note procedure no and swaging details used. Sign all relevant pressure test documentation • Prepare completed assemblies for dispatch and pass to shipping department • Return completed Job Ticket and certification to sales department • Assist with planned stock checks

	<p><u>CONTINUOUS IMPROVEMENT/DEVELOPMENT</u></p> <ul style="list-style-type: none"> • Take part in any Tool Box Talks and other communication processes to ensure you keep up to date with recent events or changes within the department and for the smooth running of the day to day work detail and daily planning • Actively take part in the Competency Assurance Process and ensure that you maintain an up-to-date competency level and sound working knowledge of hoses and fittings • To be fully aware of component compatibility and competent in the use of Hydrasun products. • To be able to identify and use appropriate fittings for fitting to specified hoses, as per customer specification. • Actively take part in the Performance appraisals system • Comply with the Human Resource Management systems and procedures • Motivate and encourage and mentor trainees • Ensure the accurate completion of team timesheets • To help promote a culture of cost efficiency and savings • To wherever possible develop and maintain a good customer relationship in order to maximise and increase the company sales, products and services capability • To work overtime, if necessary to ensure organisational or client deadlines are met • Participate and assist with internal and external audits and budget processes. • Adopt and promote good working practices ensuring compliance with the Company's HSE and Quality Management Systems. • Interact with internal and external customers in a positive and professional manner • Commit to continuous improvement and development • Provide holiday and absence cover when necessary. 	
Interfaces (Internal/External):	Hose assembly personnel , Sales staff, Stores personnel, Purchasing, Quality Assurance, External Suppliers, Customers, Inspection Agencies,	
Qualifications:	<i>Essential</i>	<i>Desirable</i>
	Educated to Secondary School level with academic achievements in a numerical and English language discipline.	City & Guilds 2340 Part 1 Counter Balance Forklift Certificate
Experience Required:	<i>Essential</i>	<i>Desirable</i>
	Experienced in a Production / Workshop / Manufacturing environment.	Experience in Hose Assembly Hydraulic Assembly experience Experience in the operation of termination and pressure testing equipment
Skills/Training Competences:	<i>Essential</i>	<i>Desirable</i>
	Ability to understand and follow instructions. Ability to adhere to strict standards and procedures Excellent attention to detail Flexible, "can do" approach. Ability to function well within a team environment. Excellent HSE and QA awareness	Have working knowledge and understanding of the various products used in the Hose Assembly area



JOB DESCRIPTION

	Customer Focus Good communication skills (both written and verbal)	
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Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to co-operate with all reasonable requests. If the changes are deemed to be longer term then this job description will be revised.

Signature of Job Holder: _____

Date:

Name in Capitals ()

Signature of Manager: _____

Date:

Name in Capitals ()