



JIG BORER/MANUAL MILLER

Reports to: Machining Operations Manager	Abbreviation:
Division/Department: Machine Shop	Deputised by:
Location: Bishops Stortford, Woodside 1	Version/Date: v2 DEC2024

JOB PURPOSE

To carry out skilled work using a Jig Borer/Manual Mill machine. To set/run Jig borer/manual mill to perform the allocated tasks to meet targets, criteria and deadlines.

MAIN RESPONSIBILITIES AND DUTIES

- Operate and set up jig boring machines/Manual Mill to perform precision machining operations.
- Read and interpret engineering drawings, and technical specifications to determine the machining requirements.
- Select and install appropriate tools, fixtures, and workpieces on the machine.
- Adjust machine settings, such as speed, feed rate, and depth of cut, to achieve precise tolerances and surface finishes.
- Monitor the machining process and make necessary adjustments to ensure quality and accuracy.
- Inspect finished parts to verify conformance to specifications using precision measuring instruments.
- Maintain accurate data/records/documentation associated with your work.
- Ensure compliance with quality standards, policies and procedures, codes and legislation including health and safety are following.
- Immediately report problems/failures that may impact on the organisation and/or its clients/customers to Line Manager
- Adhere to all organisation policies and procedures

QUALIFICATIONS PREREQUISITES

- Previous experience in Aerospace industry is essential.
- Proven experience with jig boring/Manual milling is essential.
- Capable of using lifting equipment such as Jib Crane and pedestrian forklift to load/unload material from or to machine is desirable.
- Capable of using different types of measurement equipment to check components prior “First off Inspection” and then components self-check is essential.
- Requisite knowledge of the machinery, tools, equipment, and materials common to the role is essential.
- A good team player
- Health and safety environment
- Focussed with attention to detail

EMPLOYEE DECLARATION

I confirm that I have read and understand the requirements and responsibilities of my role and agree to adhere to them if there is anything I do not understand I am aware that I should raise this with my line Manager

Print Employee Name:

Employee signature:

Date:

Manager Name:

Manager Signature:

Date