

## JOB DESCRIPTION

**1.0 TITLE:** CD & DVD Production Line Operator

**2.0 REPORTS TO:** Production Manager, Maintenance Engineer

### 2.1 JOB DESCRIPTION

The prime responsibility of the CD & DVD production line operator is to operate compact disc moulding and finishing machinery. This is a responsible position working in a factory environment. It requires an ability to understand and work within production procedures and to operate process machinery.

An enthusiastic approach to work is necessary together with a high energy level. The CD & DVD production line operator is required to speak, read and write fluently in English, be able to work under the pressure of deadlines and work flexible hours (afternoon & night shifts) during busy periods or as instructed by the production manager.

#### Personal Attributes

- A "Can do approach" to the position
- Excellent attention to detail
- Excellent time management skills
- Numerically competent
- Good communication skills
- Excellent attendance
- Ability to work "Night shifts"

### 3.0 RESPONSIBILITIES & AUTHORITIES

Ensure all tasks performed are performed in accordance with procedures documented in the Dex Quality System manual.

#### CD & DVD Production Line Operator Duties

Process all jobs in the priority order specified on the CD and DVD moulding chart.

Place stampers into the moulding machines.

Run test samples for each job produced on the CD and DVD analyser. If the sample fails to an acceptable level, the CD and DVD production line operator/printer must seek advice on whether to proceed from the Production Manager.



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Ensure that all jobs are set-up and running within the set time limits, including machine set-up. Use of correct switching on and off procedures for the machines.

Run the CD and DVD production lines in accordance with the operating instructions provided by the Company Directors and senior staff and ensure the required production levels, consistent quality of production and accuracy of production records are maintained at all times.

Provide feedback to Production Coordinator, Accountant and Company Directors on how procedures may be improved - with a view to continually improving CD & DVD production quality, reducing set-up times and increasing line productivity.

Ensure that the CD & DVD production machines are properly maintained in accordance with instructions provided by the Maintenance Engineer and senior staff.

Change and clean metallizer masks in corrosive cleaning area in accordance with safety guidelines specified by Maintenance Engineer and senior staff.

Changing of lacquer and lacquer filters, changeover of PC bags and cleaning filters and response to ALL alarms.

Maintain adequate stocks of all required materials including - polycarbonate, metallizer targets and cleaning materials by (i) conducting a fortnightly stock take of all materials and (ii) handing this stock take list to the Production Coordinator for materials reorder.

Assist the Production Coordinator with information on queries, inconsistencies or problems with production schedules.

Provide information on changes in CD/DVD production performance or faults, immediately they are found, to the Production Coordinator.

## General Duties

Assist with other production duties as requested by the Senior Prod Line Operator and Production Coordinator.

Cleaning - Maintaining the tidiness and cleanliness of the CD & DVD production areas at all times including emptying of sprue collection bins, emptying of PC waist bins, emptying of general rubbish bins, regular wet-vacuum of floors dusting & removal of spills & stains and maintaining general tidiness in the plant during and at the end of each shift.

Maintaining acceptable stock levels with Cleaned masks, Targets, Lacquer, Acetone/alcohol, Gloves, Clean wipes and Wire brushes.



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Apply strict restriction in relation to company policy with email and internet and use of phone.

### **Other Duties**

Ability to undertake other works duties in Production as required (Assistance with Stamper Lab, dispatch, packing and various machine operation)

## **4.0 DELEGATION**

Other CD & DVD Production Line Operators

## **5.0 QUALIFICATIONS AND EXPERIENCE**



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