

Job Title: Exhibition & Design Joiner/CNC Operator

Reporting to: Exhibition & Spatial Design Head of Workshop

Location: Based at our Norwich Office with occasional travel

Job Description

Background: The E&SD Joiner/CNC Operator role sits within the E&SD Team and is primarily to assist with the general day to day manufacturing plus programming and operation of the CNC Router Machine within the workshop environment.

Job Purpose: To support the E&SD Senior Joiner/CNC Operator with the manufacturing of components to support the varied projects delivered by the E&SD team.

Main Duties: Joiner

- To interpret and plan the manufacture of items from technical drawings using specialised knowledge to ensure the most effective method of construction.
- To manufacture items using techniques and experience appropriate to the job.
- To liaise with the E&SD Head of Workshop and Senior Joiner/CNC Operator and keep them updated with progress.
- To attend daily morning briefings with the Workshop team with respect to work schedules and deadlines allocated for the day and week(s) ahead in the workshop.
- To provide back up and support to the team in the workshop as necessary for general day to day tasks.
- To organise and prepare kit relevant to each job.
- To undertake other workshop duties as required and requested by the E&SD Head of Workshop or Senior E&SD Senior Joiner/CNC Operator for more bespoke requests.
- To work safely and within Health & Safety regulations at all times, and to familiarise yourself with the health & safety policy seeking further training and development if required.
- To cooperate with weekend rotas where necessary and holiday requests thus ensuring the workshop is always covered adequately and not breaching any health and safety regulations.
- To promote a tidy workshop environment by ensuring that all tools are returned to their storage place and the area is kept clean from dust etc.
- To support the team by sharing and observing best practice through discussion, training, and practical demonstration especially at busy times.
- To participate in the loading and unloading of vehicles as equipment and sets leave and return to the workshop when required.
- To undertake when required preparation tasks within the workshop.
- To monitor the quality of all work produced and leaving the workshop.
- To provide cover for holidays, sickness, and absences within the team where appropriate.
- To be a proactive team member within Pb engaging professionally with internal staff whilst also acting as an ambassador for Pb externally.

Main Duties: CNC Operator

- To translate the requirements of detailed part drawings into measurements for production.
- Perform work quality checks to monitor the machines output.
- To load materials into the machine.
- To regularly inspect machine for mechanical and safety issues.
- Oversee the machinery setup to make sure arrangements are safe and ready to handle its assigned load.

- To examine the machinery production output to verify the product is acceptable to move onto the next part of the production process.
- To perform work by following the company's operating standards and international regulations.
- To maintain and update records about the CNC machines operation performance.
- To verify inventories and places orders as necessary.
- To ensure that every machine procedure is completed in accordance with the strict guidelines of the company.
- Regularly update skills by reading up on machinery features and attending safety and other courses to enhance on the job operations.
- Keep focused on safety by helping others to conduct themselves appropriately around operating machinery.

All Production Bureau Limited employees are responsible for:

- Working to the policies of Production Bureau Limited
- Promotion of equal opportunities and respecting diversity within all aspects of their work
- Complying with all Health and Safety regulations and promoting a safe working environment
- Carrying out additional duties which may be allocated from time to time by the Board of Directors

Requirements

Essential Criteria = (E) Desirable Criteria = (D)

Qualifications/Skills:

Carpentry skills or appropriate qualification e.g. Degree /City and Guilds (D)

Attention to details with good finishing skills i.e. Painting etc (E)

Good communication and interpersonal skills (E)

Excellent problem solving skills (E)

Good checking and attention to detail (E)

Proficient PC skills and working knowledge of Microsoft software (E)

Strong numeracy skills (E)

Forklift License (D)

Experience:

Knowledge of CNC Router machine maintenance and operation (D)

Experience of interpreting design drawing and specifications through to construction (E)

Previous or similar manufacturing experience in Exhibitions & Spatial Design construction (E)

Practical experience of working in a pressurised environment and to deadlines (E)

Experience and knowledge of working in live events and exhibitions (D)

An awareness and experience of Health & Safety practices working within both a workshop and manufacturing environment and or on-site at venues (E)

Attributes:

Professional and personal individual (E)

A positive approach to work with an ability to react to change as it happens (E)

Self- motivated, enthusiastic individual with a good sense of humour (E)

A flexible approach to work with some weekend and evening work required (E)

Ability to undertake frequent lifting with loading and unloading of vehicles for events and reconstruction of large sets on site before and after an event (E)

Driving License (E)