



JOB DESCRIPTION

Production Technician

Guideline No	n/a	Rev No	01
Compiled By	Kelly Murray	Date	18 th November 2011
Checked By	Jacqui Duncan	Date	20 th November 2011

Job title	Production Technician
Role	Ensure the integrity of all Red Spider products assembled and tested
Responsibilities	<ul style="list-style-type: none"> • Build and Test production tools • Complete builds on schedule • Help develop Technical Instruction documentation to aid assembly, test and operation of tools • Complete work pack documentation accurately and efficiently • Provide off site support for field testing of new technology • Train customer technicians in the use of Red Spider products • Provide Inspection for goods receiving and completed tools • Kit jobs from Stores ready to build • Provide support to other workshop technician disciplines as activity requires • Assess Risk of the workplace in accordance with health and safety policy and ensure staff do likewise • Maintain stores management system (Probity) to ensure that stock levels are correct and items are stored appropriately. • Keep work areas safe, clean and tidy • Adhere to QHSE philosophy • Adhere to Red Spider core values (Teamwork, Honesty, Trust, Respect, Openness)
Financial & other targets	<ul style="list-style-type: none"> • Achieve on-time delivery of client orders • Book time accurately • Work towards zero lost time incidents • Work towards right first time every time
Key Contacts	<p>Internal</p> <ul style="list-style-type: none"> • Project Managers • Engineering <p>External</p> <ul style="list-style-type: none"> • Customers' Technicians • Customers <p>Reporting to: As per ORG-01</p>



JOB DESCRIPTION

Production Technician

Guideline No	n/a	Rev No	01
Compiled By	Kelly Murray	Date	18 th November 2011
Checked By	Jacqui Duncan	Date	20 th November 2011

<p>Personal attributes</p>	<ul style="list-style-type: none"> • Attention to detail • Methodical and organised • Problem solver • Completer and finisher • Good team player • Ability to work on own initiative • Mechanical aptitude and practical skills • Good communicator
<p>Qualifications & experience</p>	<ul style="list-style-type: none"> • Mechanical background and experience • Experience of working to deadlines • Previous oil field workshop experience • Computer literate • Ability to follow technical drawings