

## JOB DESCRIPTION

<b>TITLE</b>	Paint Shop Masker		
<b>DEPARTMENT</b>	Paint Shop	<b>LOCATION:</b>	Letchworth
<b>HOURS OF WORK</b>	39 hours per week	<b>DAYS WORKED:</b>	Monday to Friday
<b>DIRECT REPORTS</b>		<b>REPORTS TO</b>	Paint Shop Manager

### ABOUT HSM AERO

HSM Aero is a growing state-of-the-art manufacturing company offering precision component machining and sheet metal fabrication. Recent investment in a new Spray Booth has increased our production capacity and capability. Working to the highest quality standards has ensured we meet the strict requirements of our Aerospace and Defence customers.

### DETAILED TASKS

- Carry out all masking of components as directed by the Paint Shop Manager in preparation for paint spraying in accordance with job specifications.
- Using tapes, plastic plugs and bungs as required, masking detailed components and large assemblies to drawings and specifications.
- Un-mask components after paint spraying by removing all tapes, plugs and bungs as required.
- Check paint surfaces for damage or omissions.
- Assist in final finish preparations where required.
- Ensure that all products are delivered to the highest possible standard and to the customer deadline.
- Ensure consumable material levels are maintained and reported to Paint Shop Manager as required.
- Always adhere to all relevant Health and Safety regulations including Risk Assessments, COSHH Assessments, and Material Safety Data Sheets.
- Ensure components are not damaged through mishandling or faulty processing or packaging.
- Maintain productivity so that the effectiveness and efficiency of the department is at the highest level.
- Complete work in accordance with required work schedules.
- Ensure good housekeeping within the workshop environment paying particular attention to your designated work area.

## Additional Duties

1. To contribute to productivity and morale by communicating problems promptly to management and by assisting members of immediate, and wider teams, when required, to the best of job holder's abilities.
2. To communicate effectively with management and other staff in order to improve morale and teamwork as well as better understanding of, and progress towards, overall Company goals.
3. Occasionally there will be a requirement to work extra hours to meet deadlines.
4. This job description is intended as a guide to the main responsibilities of the post, and the job holder will be required to undertake such duties appropriate to the grade and/or position as may be required by the Manager and/or Company, to ensure the smooth running of the Business.

## General

1. To act in a manner that a reasonable person would expect from a member of staff.
2. By general demeanour and professionalism, to ensure always that the image presented of the Company is a favourable one.
3. To be aware of, and adhere to, Company policies and procedures.
4. To undertake, and participate in, the Company appraisal and reviews.
5. To actively participate in training and development courses appropriate to job holder's role and maximise opportunities for self-development by identifying any additional training needs.
6. The job holder will not, without due authorisation (or taking all reasonable care) and good faith, divulge private or strictly confidential information relating to the Company or to its staff, customers, suppliers or applicants, and particularly in respect of personal data.
7. The job holder will report any area of concern to their Manager.
8. The job holder will at all times carry out their duties and conduct with due regard to the Company's policies

## Safety, Health & Environment

1. To work safely at all times in line with safety, health & environment legislation.
2. To be aware of, and adhere to all Company Safety, Quality and Hygiene procedures.
3. To ensure correct personal protective equipment is worn / used where applicable.
4. Ensure that identified risks are reported to Manager.



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