

## I. RANGE OF DUTIES:

<b>Position</b>	Line Technician (Parts)
<b>Job code</b>	S2-MTN 0001
<b>Job grade</b>	8
<b>Department</b>	Maintenance Department (206)
<b>Direct supervisor</b>	Maintenance Supervisor
<b>Persons/Under-departments</b>	N/A
<b>Effective date</b>	01/01/2019
<b>Range of Responsibilities and authorities</b>	
1.	<ul style="list-style-type: none"> <li>• Metal Parts Line Technician in Parts department plays a role of “practical process engineer”. When he is warned by foreman or quality technician that the tool is getting worn, or a quality problem occurred he starts to perform maintenance actions.</li> <li>• His job is to identify the root cause of problem (i.e. wear and tear), then perform necessary actions to fix it. Usually fixing the problem means sharpening or replacement of the die plate or nipple. He is responsible to judge whether tool parts are to be grinded or replaced. Adjusting the tool after grinding is crucial core the end results. It is very important to compensate the grinded off dimension with i.e. grinding other parts (end stops, distance plates, etc)</li> <li>• After refurbishing the Metal Parts Line Technician is assembling the tool according to the knowledge and best practices. After the test run which is performed by production the tool is released.</li> <li>• When problem seems to be impossible to solve with conventional methods, he has to propose alternative solutions i.e. change of the tool. After approval, he has to be able to implement the changes</li> <li>• Other duties are assigned as Direct Superior’s requirement</li> <li>• Comply with SBS (Sonion Business System) which consists of and not limited to all policies, regulations, and requirements of QMS–ISO 9001, EMS-ISO 14001, employee handbook, code of conducts, work rules, SHE, IT, Confidentiality, etc ...</li> </ul>
2.	<p>Employee is responsible in proactively receive, search, learn and comply with prevailing law and company regulation which are communicated via internal information channels including broadcasting, email, SBS (Sonion Business System), notice board and electronic notice in every areas. This content includes but not limited to: ISO on Quality Management, Environment, Occupation Health &amp; Safety, Code of conduct and Corporate Social Responsibility, Labor safety and Fire Prevention and Fighting, Work Rule and Employee Handbook and other internal regulations.</p> <p>Attending concerned training courses of QMS–ISO 9001, EMS-ISO 14001, OH&amp;SMS-ISO45001 where required.</p>
<b>Entitlements</b>	
1.	Having right of consultation and participation to the employer for improvement of OH&SMS-ISO45001, reporting to direct supervisor or higher level for any issue relevant to OH&SMS-ISO45001.
2.	Entitle to enter company area besides working hours with approval of Manager.
3.	Access to personal data.
4.	Internal telephone.

## II. FORMAL REQUIREMENTS:

1	Education:	Required:	- College/University of Technical
		Preferable:	- <i>Vocational primary certificates are applied ONLY for Internal training and development</i>
			Major in Mechanical/Electronic Engineering/Control automation Engineering...
2	Professional knowledge of:		<ul style="list-style-type: none"> <li>• Appropriate technical school</li> <li>• Reading of technical drawings</li> <li>• Basic knowledge about tools materials</li> <li>• Grinding (~0.004 mm)</li> <li>• Conventional milling</li> <li>• Basic knowledge of stamping tools</li> </ul>
3	Knowledge of computer servicing:		
4	Knowledge of foreign languages:		Can read English technical document
5	Other (e.g. competences):		<ul style="list-style-type: none"> <li>• Harmony</li> <li>• Open communication</li> <li>• Sense of responsibility</li> <li>• Creative, Problem Solving</li> </ul>
6	INTERPERSONAL:		
7	Professional experience:	Mandatory:	
		Preferred:	

Date: \_\_\_\_\_

Name of Employee in print: \_\_\_\_\_

Signature: \_\_\_\_\_