

JOB DESCRIPTION

Role Title:	Wood Machinist	Location:	Workshop – Mill
Department:	Workshop - Mill Department		
Reports to:	Mill Manager	Direct Reports:	None

Role Overview:	On a day to day basis, with training, the mill operative would mainly be responsible for using the Edgebander machines and also assist with other duties as needed in the mill. Taking ownership of producing joinery components to the organisation's quality standard and accuracy.		
Roles & Responsibilities:	<ul style="list-style-type: none"> • Good attention to detail • Willingness to learn and master the running of wood machines • Prepare and load raw materials on to the machine • Study technical drawings to ensure components are being made to the correct specifications • Check and maintain machinery daily to ensure functionality • General Housekeeping of area working in • Working closely with the Mill Manager and keeping them informed of any issues • Any other duties the Company may ask you to perform • Working to the high level of quality expected within the Department. • Ensuring compliance with all Company Quality and Environment Procedures • Ensuring compliance with all Company Health & Safety Policies and Procedures 		
Necessary Skills/Aptitude/ Knowledge/ Experience:	<ul style="list-style-type: none"> • Prioritising work • Adaptability • H&S Awareness in using machinery within confined space • Good time management and time keeping • Ability to prioritize workload and deal with busy deadlines 		
Desirable Skills/Aptitude/ Knowledge/ Experience:	<ul style="list-style-type: none"> • FLT skills • Systems exposure to use and update records • Works well under pressure • Some Woodworking knowledge and skills would be desirable • IT Literate 		
Qualifications: (Desirable to do the job)	<ul style="list-style-type: none"> • NVQ or equivalent in joinery or wood machinery 		
Key Internal Relationships:	<ul style="list-style-type: none"> • All Workshop Colleagues • CNC Teams • Mill Team • Warehouse & Stores Teams 		
Key External Relationships:	<ul style="list-style-type: none"> • None directly 		
Prepared By:	Mill Manager	Date:	21/05/2025