

Organizatia	KAPHONE SRL		
Cod document	PROD 08 (post 3)	Numar de ordine:	9/ 20.08.2016
Situatia postului	Țeupaț/ Vacant	Valabilitate	Pana la alte modificari

FISA POSTULUI | PROD 08 (post 3)

722312 | **Operator la masini-unelte semiautomate si automate**
 | Departamentul de Productie

DESCRIEREA ROLULUI | Realizeaza pe o linie automata / semiautomata / masini unelte cu comanda numerica, lucrari aferente de prelucrare / asamblare necesare realizarii pieselor, si ansamblelor / subansamblelor complexe de tamplarie.

RELATII FUNCTIONALE | Interne:
 a) subordonat fata de: directorul de productie
 b) superior pentru: nu este cazul.
 c) cooperare cu: personalul productiv

Externe:
 a) cu autoritati si institutii publice, AM, OI etc.: nu este cazul
 b) cu institutii financiare si financiar-bancare: nu este cazul
 c) cu persoane fizice si juridice, private: furnizori si clienti, dupa caz

EDUCATIA SOLICITATA | Studii medii / 3 ani

EXPERIENTA SOLICITATA | Experienta specifica nu este absolut necesara. Persoana se va instrui la locul de munca.
 Experienta in domeniul productiei de tamplarie (optional) / 2 ani

SARCINI / RESPONSABILITATI

- actioneaza in conditii de siguranta echipamentele.
- monteaza unelte de lucru pe / in cadrul echipamentelor de productie.
- selecteaza echipamente de productie in conformitate cu specificatiile produsului / comenzii.
- citeste si intelege comenzile pentru lucrari si produse sau alte instructiuni pentru a determina specificatiile de produs sau cerintele de materiale.
- calculeaza dimensiunile pieselor, produselor sau echipamente necesare de realizat.
- monteaza materiale sau piese pe / in cadrul echipamentelor de productie.
- monitorizarea functionarii echipamentului pentru a se asigura ca produsele nu sunt eronate.
- masoara dimensiunile produselor sau a pieselor realizate pentru a verifica conformitatea cu specificatiile.
- revizuieste schemele de productie sau alte instructiuni pentru a determina metodele operationale sau secventele de productie.
- ajusteaza echipamente pentru a regla debitul diverselor materiale sau materii prime.
- stabileste limitele de control ale echipamentului pentru a respecta specificatiile de prelucrare.
- instaleaza componente mecanice pe / in cadrul echipamentelor de productie.
- opereaza echipamente de formare si deformare a metalelor si plasticului.
- efectueaza lucrari de intretinere a echipamentelor.
- inlocuieste componentele uzate ale echipamentelor
- efectueaza teste pe echipamentele de productie.

COMPETENTE | Generale
Productie si prelucrare
 Cunoasterea materiilor prime, proceselor de productie, de control al calitatii, costurile si alte tehnici pentru maximizarea eficienta in fabricarea si distribuirea de bunuri.
Matematica
 Cunostinte de aritmetica, algebra, geometrie, calcul, statistici si aplicatiile lor.

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Constructii

Cunostinte de materiale, metodele si instrumentele implicate in construirea sau repararea de case, cladiri sau alte structuri, cum ar fi autostrazi si drumuri.

Inginerie si tehnologie

Cunoasterea aplicarii practice a stiintei ingineriei si tehnologiei. Aceasta include principii care se aplica, tehnici, proceduri si echipamente pentru proiectarea si producerea de diverse bunuri si servicii.

Specifice

Mecanica

Cunostinte de masini si unelte, inclusiv design-ul lor, foloseste, reparatii si intretinere.

Design

Cunostinte de tehnici de proiectare, instrumente si principii implicate in producerea de planuri de precizie tehnice, schite, desene si modele.

- ABILITATI PRINCIPALE** | *Reactie in timp util* - capacitatea de a raspunde rapid (cu mana, cu degetul, sau picior), la un semnal (sunet, lumina, imagine), atunci cand apare.
Vizualizarea - capacitatea de a-si imagina cum va arata ceva dupa mutare sau rearanjare.
Stabilitatea mana-brat - capacitatea de a tine mana si bratul ferme, in timp ce se deplaseaza de la o pozitie la alta.
Rata de control - abilitatea de a face miscarile tale sau deplasarea unei piese de echipament in anticiparea schimbarilor in viteza si / sau de directie a unui obiect in miscare.
Controlul preciziei - capacitatea de a ajusta rapid si in mod repetat comenzile unei masini / echipament tehnologici pentru pozitii exacte.
Atentie selectiva - capacitatea de a se concentra pe o sarcina pe o perioada de timp, fara a fi distras.
Comanda informatiilor - capacitatea de a aranja lucruri sau actiuni intr-o anumita ordine sau un model in conformitate cu o norma specifica sau un set de reguli (de exemplu, modele de numere, litere, cuvinte, imagini, operatii matematice, proceduri, scheme de productie, design).

LIMBI STRAINE SOLICITATE

Limba	Intelegere		Vorbire		Scriere
	Auditie	Scriere	Conversatie	Pronuntie	
Romana	Mediu	Mediu	Mediu	Mediu	Mediu
Engleza	Incepator	Incepator	Incepator	Incepator	Incepator

- CONDITII DE MUNCA** | *Statutul angajatului:* (x) Permanent, () Temporar, () Colaborare externalizata
Norma: 8 ore / zi
Locul desfasurarii muncii: Strada Mihai Bravu, Nr. 258F, Municipiul Ploiesti, Judet Prahova
(fosta tarla 21, parcela A301/25, Municipiul Ploiesti, Judetul Prahova).

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JOB DESCRIPTION | PROD 08 (post 3)

722312 | **Operator of semi-automatic and automatic machine tools**
 | Production Department

DESCRIPTION OF THE ROLE | Performs on an automatic / semi-automatic line / machine tools with numerical control, related processing / assembling works necessary for the execution of the parts, and the assemblies / complex parts of the joinery.

FUNCTIONAL RELATIONSHIPS | Internal:
 a) subordinated to: the production manager
 b) superior for: not applicable.
 c) cooperation with: productive staff

External:
 a) with public authorities and institutions, MA, OI etc.: not applicable
 b) with financial and financial-banking institutions: not applicable
 c) with private individuals and legal entities: suppliers and clients, as the case may be

THE REQUIRED EDUCATION | Medium studies / 3 years

EXPERIENCE REQUIRED | Specific experience is not absolutely necessary. The person will be trained at the workplace. Experience in joinery / woodwork production (optional) / 2 years

TASKS / RESPONSIBILITIES |

- operate the equipment safely.
- mounts working tools on / within production equipment.
- select production equipment according to product / order specifications.
- reads and understands orders for works and products or other instructions to determine product specifications or material requirements.
- calculates the size of the parts, products or equipment required to be made.
- mounts materials or parts on / within production equipment.
- monitoring the operation of the equipment to ensure that the products are not mistaken.
- measures the dimensions of the products or parts made to verify compliance with the specifications.
- revise production plans or other instructions to determine the operational methods or production sequences.
- adjusts equipment to adjust the flow of various materials or raw materials.
- establishes the control limits of the equipment in order to comply with the processing specifications.
- install mechanical components on / within production equipment.
- operate equipment for forming and deforming metals and plastic.
- carry out maintenance works on the equipment.
- captures used equipment components
- perform tests on production equipment.

COMPETENCES | Generals
Production and processing
 Knowledge of raw materials, production processes, quality control, costs and other techniques for maximizing efficiency in the manufacture and distribution of goods.
Mathematics
 Knowledge of arithmetic, algebra, geometry, computation, statistics and their applications.

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Construction works

Knowledge of materials, methods and tools involved in building or repairing houses, buildings or other structures such as motorways and roads.

Engineering and technology

Knowledge of the practical application of engineering science and technology. This includes principles that apply, techniques, procedures and equipment for designing and producing various goods and services.

Specifics

Mechanics

Knowledge of machines and tools, including their design, use, repair and maintenance.

Design

Knowledge of design techniques, tools and principles involved in the production of technical precision plans, sketches, designs.

MAIN ABILITIES

Timely response - Ability to respond quickly (hand, finger, or foot) to a signal (sound, light, image) when it occurs.

Visualization - The ability to imagine how something will look after moving or rearranging.

Hand-arm stability - The ability to keep your hand and arm firm while moving from one position to the other.

Control rate - The ability to make your movements or move a piece of equipment in anticipation of changes in the speed and / or direction of an object in motion.

Precision control - The ability to quickly and repeatedly adjust the controls of a machine / technology equipment for the exact positions.

Selective attention - Ability to focus on a task over a period of time without being distracted.

Information command - The ability to arrange things or actions in a particular order or pattern in accordance with a specific rule or set of rules (eg, number, letter, word, image, mathematical, procedures, production, design).

LANGUAGES REQUESTED

Language	Understanding		Speaking		Writing
	Audition	Writing	Conversation	Pronunciation	
Romanian	Independent user	Independent user	Independent user	Independent user	Independent user
English	Basic user	Basic user	Basic user	Basic user	Basic user

WORK CONDITIONS

Employee status: (x) Permanent, () Temporarily, () Outsourced Collaboration

Workload: 8 hours / day

Place of work: Strada Mihai Bravu, Nr. 258F, Ploiesti, Prahova County
(the former tarla 21, plot A301 / 25, Ploiesti, Prahova County).