

POSITION DESCRIPTION

Position Title:	Machinist
Reports To:	Manufacturing Supervisor
Division/Function:	MRO Services
Location:	Ardmore , other sites and travel as required
Direct Reports:	0
Date Reviewed:	Nov 2025

Purpose of the Role

This role must work across the wider team to ensure that all processes are safe and build a culture of commitment to safety. Assisting the Manufacturing Manager and Manufacturing Supervisor to deliver the production schedule. Set-up, and operation of all manufacturing machinery in order to produce required products. To deliver on any adhoc work as and when it comes into workshop as directed by Manufacturing Supervisor

Key Accountabilities - Position Responsibilities

Day to Day Position Responsibilities

- **Production**
 - CNC Machine operation
 - CNC programming
 - Manual lathe and milling operation
 - Operation of common toolmaking machines
 - Ensuring product quality in accordance with PT 148 exposition
 - Use and interpret Cad drawing for CNC set up and programming
 - Complete all tasks within agreed time frames
- **Production Process**
 - Assist Manufacturing Manager and Manufacturing Supervisor with monitoring the production processes and adjusting the production schedule
 - Assistance with improving our product, including documentation, manufacturing processes
 - Assisting with working out the human and material resources needed
 - Taking responsibility for components assigned to you and ensure progress through the workflow.
- **Ensure a safe working environment**
 - Identify hazards and ensure actions have been taken to eliminate, isolate or minimise
 - Report all Health and Safety incidents and accidents as per documented procedures
 - Responsible for your safety and the safety of others in the workplace
 - General duties and responsibilities:
 - Perform other duties which are not included above, but which are consistent with the role
 - Abide by the Companies policies and procedures, including the code of conduct
 - Ensure all duties are carried out in accordance with Health & Safety requirements
 - From time to time be available to take items for outwork to preferred supplies with use of company vehicle.

Stakeholder Engagement

- Ensure a customer-centric approach to all work activities.

- Build and maintain effective relationships with internal and external customers and stakeholders.
- Deliver exceptional customer service outcomes, both internally and externally.

Process and System Improvement

- Identify and recommend opportunities for process and systems improvement. Work collaboratively with colleagues across the business to develop and execute improvements.

Professional Development

- Keep abreast of relevant industry, legislative and information.
- Identify and/or attend relevant training, seminars, and other development opportunities.
- At all times maintain high standards of professional and ethical behaviour by ensuring compliance with external legislation and industry standards, and alignment with Salus Code of Conduct and Culture Values.

Safety and Compliance

- Ensure that Salus policies, procedures, quality, and safety standards are always followed.
- Complying with all the Regulatory frameworks, company expositions and SPIs.
- Actively identify and ensure that all hazards, incidents and non-conformances are entered into the Salus Aviation Safety Management System as soon as practicable.
- Reporting areas of improvement for any work practices or company documentation.
- Creating and maintaining an environment where issues can be raised, and everyone understands their responsibility for themselves and others. Just Culture.
- Proactively assessing risk before commencing a task or project and taking full responsibility for personal safe working practices while not putting others at risk.
- Take reasonable care for your own safety and ensure no actions or in-actions on your part compromise the safety of others.
- Being fit for work and utilising correct PPE, as and where required.
- This position is a **safety sensitive** role – Refer to **Drug and Alcohol Management Policy**

Other Duties

- From time to time the organisation may require this role to complete any other duties as required.

Key Relationships

- Engineering Teams
- Design Team
- Safety & Compliance Team
- Supply Chain Team
- Internal & External Customers
- MRO Services Teams

Person Specification

Essential:

- Trade qualified as Fitter Turner, Machinist or Toolmaker
- Valid Full Drivers license

Our Culture Values



BEHUMAN



BETRANSPARENT



BERELIABLE



BECAPABLE

Our Way of Working

BE HUMAN

- Treat everyone with respect.
- Communicate face to face or via phone, before emailing.
- Think before pushing send.
- Clean up after yourself in all areas of the workplace.

BE TRANSPARENT

- Missed phone calls to be returned in two hours.
- Emails to receive same day acknowledgement.
- Timeframes communicated clearly for all work-related matters.

BE RELIABLE

- All work carried out with maintained and serviceable equipment.
- All training completed on time.
- Uniform to be worn correctly.
- Be on time for all meetings.

BE CAPABLE

- Carry out tasks within capability and approved authorisation.
- Deliver work within agreed timeframes.
- All near misses to be reported.