

Job Title: Vacuum Process Technician
Department: Production
Reporting to: Production Supervisor
Responsible for: Vac tube Photocathode processes

Job Summary

The role requires the accurate deposition of photo-sensitive layers and associated activities to create photocathodes in a production environment, to a high quality level, as part of the assembly of vacuum tubes.

Dimensions

- The job will involve working in a number of different production areas to ensure we have flexibility in our production department.
- The employee may work in a clean room environment for part on the working week.
- The role will require working Monday to Friday during normal 'office-type' hours, with overtime offered to assist with meeting business demands
- This role requires close working relationships with: other production staff on a daily basis; with the engineering and test department as required; and the Operations management team in ensuring the production plan is met.

Key Areas

1. Operation Duties

- Prepare and carry out occasional light maintenance activities on vacuum chambers and pumps used in deposition processes.
- Manual assembly operations
- Able to build source pots(occasional activity)
- Use of small hand tools and simple electrical measurement equipment.
- Use of software controlled power supplies and computer programs to deposit photosensitive materials
- Use of automated equipment used in assembly processes.
- Monitoring and measurement of deposition layers and calibration with spectral results in test department
- Vacuum tube disassembly after removal from chambers (occasional activity)
- Completion of paperwork, recording key data, some of which may be on a database in an accurate and timely manner
- Complete parts within given time.
- Carry out production processes, adhering at all times to the written procedures.
- Communicate problems to the department manager and/or engineering team in a timely manner.
- Support colleagues during busy periods to maximise output in the vacuum rig area.
- Ability to work across several teams to ensure that business needs are met, and flexibility of resources is achieved

Photek Limited

26 Castleham Road, St Leonards on Sea, East Sussex, TN38 9NS, United Kingdom
T +44 (0)1424 850555 F +44 (0)1424 850051 E sales@photek.co.uk W www.photek.co.uk

Registration Number: 2641768 England
Registered Office: Priory House, St John's Lane, London, EC1M 4HD

- Effective communication to colleagues, and cross functional departments i.e. Test, Engineering, Purchasing etc...

2. Technician Duties

- Carry out planning of the work load within rig area supporting the supervisor as necessary to maximise throughput
- Carry out training and re-training of staff in production processes
- Carry out projects to improve the performance of the rig processes, enhancing output, quality, automation and repeatability of the processes.
- Support the process engineer on any other projects that they are working on, on an ad-hoc basis

3. Human Resource

Leadership

- Promote and uphold company performance standards and ideology
- Uphold expected standards of behaviour and attitude in line with Company HR policies and procedures, particularly the Staff Code of Conduct, Promoting Dignity at Work and the Disciplinary Policy and Procedure

Personal development

- Participate in Internal and external training where provided as necessary for the job and the individual to ensure continuous professional development.
- Maintain and apply knowledge in a consistent manner.
- Attendance at supervision and appraisal sessions as required
- Attend team meetings as required

4. Health & Safety

- Promote & maintain awareness and compliance of health and safety in accordance with best practice, company policies and procedures, and legal requirement.
- The employee must adhere to Photek Operating procedures, COSHH sheets and risk assessments at all times.

5. Ad hoc

- The role may include other reasonable duties/tasks from time to time.
- Under certain business conditions, it may be required for the employee to work additional paid hours

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Person Specification

Factor	Essential	Desirable
<u>Qualifications</u>		
Maths and English at GCSE (grade C or equivalent)	Y	
Foundation technical quals (e.g. 'A' Levels in Maths, Physics or other related Science subject; OND or preferably HND or BTEC)		Y
<u>Experience</u>		
Low to medium volume production	Y	
Use of hand tools	Y	
Basic electrical knowledge (Ohms law; use of multimeters; electrical units of measurement)		Y
Understanding of the UV-spectrum		Y
Working in clean rooms		Y
<u>Knowledge</u>		
Ability to interpret graphical displays to process performance	Y	
Understanding of any of the following: the E-M spectrum, optical lenses, vacuum technology, coatings and depositions		Y
Understanding of vacuum pumps and good vacuum practices		Y
<u>Skills & Abilities</u>		
Manual dexterity and good concentration	Y	
Computer literate (Windows programs)	Y	
<i>Able to present, analyse and interpret data</i>		Y
<u>Personal Qualities</u>		
Ability to follow written working practices accurately	Y	
High attention to detail and in quality of work	Y	
Ability to manage time during the day to complete given tasks	Y	

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Dynamic, positive and enthusiastic	Y	
Ability to work well in teams and communicate effectively with team and supervisor	Y	
Willingness to work in different areas of the business (e.g. Front end operations, optics, screens; clean rooms)	Y	

I have read, understood and accept my job description as detailed;

Signed:

Name in Capitals:

Dated:

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