

# Job Description



Customer



Accountability



Integrity



Excellence

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |                       |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------|
| <b>Job Title:</b>           | CMM Technician/Inspector                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                       |
| <b>Department:</b>          | QQ/QC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Location:</b>    | In-process Inspection |
| <b>Direct Reports:</b>      | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Reports to:</b>  | Inspection Supervisor |
| <b>Dimensions:</b>          | The CMM Operator will be responsible for operating and programming Coordinate Measuring Machines to ensure the precision and accuracy of manufactured components.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |                       |
| <b>Date Created:</b>        | 10/02/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Review Date:</b> | 15/08/2025            |
| <b>Job Purpose</b>          | The CMM Operator will be responsible for operating and programming Coordinate Measuring Machines to ensure the precision and accuracy of manufactured components. This role is critical in maintaining our high standards of quality and compliance with Company standards, industry specifications, and drawings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                       |
|                             | To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. Ensure compliance with relevant legal requirements and full commitment to the Quality, Health, Safety and Environmental policies & management system.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |                       |
| <b>Key Accountabilities</b> | <p>The ability to create and maintain measurement routines for the inspection of products and processes relating to all aspects of quality control with the Company (e.g. goods-received, in-process, and final inspection).</p> <p>To ensure the measurement systems are suitable to ensure conformance of products and processes to relevant specifications and standards. This includes:</p> <ul style="list-style-type: none"> <li>• Operate and program CMM equipment to measure and inspect parts and components.</li> <li>• Interpret engineering drawings and specifications to determine measurement requirements.</li> <li>• Perform routine maintenance and calibration of CMM equipment.</li> <li>• Analyse measurement data and generate detailed Dimensional Inspection Record Sheets</li> <li>• Collaborate with engineering and production teams to resolve quality issues.</li> <li>• Ensure compliance with industry standards and company quality procedures.</li> <li>• Maintain accurate records of inspections and measurements.</li> <li>• Identify and report any deviations or non-conformities in the manufacturing process.</li> <li>• Assist in continuous improvement initiatives to enhance product quality and efficiency.</li> <li>• PMI, Ferritescope &amp; Copper Sulphate Reports, Gauges</li> <li>• To ensure Repeatability and Reproducibility (R&amp;R) of all measurement systems.</li> <li>• To support Engineering and Production Engineering in the development of NPI and new parts being introduced onto the Operations Environment.</li> <li>• To raise Non-Conformance Reports (NCR) where any items or events do not conform to standards or specifications/drawings.</li> <li>• Using recognised quality control measuring techniques/equipment where manufacturing processes are tightly controlled to ensure the products meet agreed standards.</li> <li>• Responsible for ensuring that good housekeeping is maintained within all the inspection areas.</li> </ul> <p>Perform any other duty as reasonably requested by the Inspection Supervisor and QA Manager to ensure the objectives of Inspection Team and the expectations of the customer are met.</p> |                     |                       |

# Job Description



Customer



Accountability



Integrity



Excellence

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Expertise             | <ul style="list-style-type: none"> <li>Proven experience as a CMM Operator in a manufacturing environment both manual &amp; CNC. Mitutoyo and/ or Aberlink advantageous.</li> <li>Fully experienced with all inspection/measuring equipment such as Micrometers, Verniers, Thread Gauges, Shadow Graphs and Hardness Testing equipment</li> <li>Fully experienced in reading and understanding Engineering drawings.</li> <li>Strong understanding of geometric dimensioning and tolerancing (GD&amp;T).</li> <li>Ability to read and interpret engineering drawings and blueprints.</li> <li>Excellent attention to detail and problem-solving skills.</li> <li>Strong communication and teamwork abilities.</li> <li>Ability to work independently and manage multiple tasks effectively.</li> <li>Capable of working with tight deadlines and multiple deliverables.</li> <li>Good interpersonal skills and to work well in a team.</li> <li>Good numerical and literacy skills. Proficient in the use of MS Office applications, email and company ERP/MRP systems.</li> <li>Ability to work independently and manage multiple tasks effectively.</li> <li>Work to high standards of quality, within a strong safety culture and a good working knowledge of QMS ISO9001 is desirable.</li> </ul> |
| Physical Requirements | <ul style="list-style-type: none"> <li>Ability to identify fine defects.</li> <li>Ability to lift and move objects up to 25Kg.</li> <li>Standing for extended periods and performing repetitive tasks.</li> <li>Good manual dexterity and hand-eye coordination.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Impact & Resource     | <p>The Metrology Engineer will be the driving force behind determining, implementing, and improving all measurement systems at LB Bentley. This role also serves as the primary point of contact between Engineering and Production Engineering during any new product introduction cycle.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>Maintain and control all measurement system assets within the business.</li> <li>Ensure a high degree of precision and attention to detail in all tasks.</li> <li>Understand and manage the complexities of Measurement System Analysis (MSA) and Gauge Repeatability and Reproducibility (GR&amp;R).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Influence             | <p><b>Internal:</b> Maintain effective professional relationships with the Inspection team, Production Management Team, Production Engineering and Engineering Department, Planning &amp; Purchasing Department, and F&amp;D for all metrology-related issues.</p> <p><b>External:</b> Liaise with customer representatives regarding the inspection and measurement of parts, ensuring compliance with the customer's quality requirements as outlined in the Company Quality Plan.</p> <p>Collaborate with key suppliers and address their queries to ensure that quality requirements are clearly understood and met.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| ESG                   | <p>Environmental, Social, and Governance (ESG)</p> <ul style="list-style-type: none"> <li>Required to show a strong commitment to ESG, complete assigned training and take responsibility for how to contribute within your role.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |