

**JOB TITLE:** Site Operative

**LOCATION:** Brandon

**REPORTS TO:** Team Leader

**RESPONSIBLE FOR:** Production, housekeeping and driving mobile plant

**INTERACTS WITH:** O.C.O staff at all levels, suppliers and contractors

**HOURS OF WORK:** 37.5 hrs. Per week, 8-hour shifts with ½ hour unpaid break 06:00 – 14:00 and 14:00 – 22:00. Holidays 20days + 8 bank holidays.

**DATE OF ISSUE:** 9<sup>th</sup> September 2020



### JOB PURPOSE

Reporting to the Team Leader and working closely with other staff, the jobholder is to monitor the manufacturing production line, whilst being responsible for housekeeping and minor maintenance of the Aggregate Manufacturing Plant.

Proactively taking responsibility for themselves, to follow instructions and procedures, without constant supervision and with due regard to safety and operational requirements, to ensure full compliance with all legal and operational requirements.

This can be physically demanding role, to assist the Team Leader to carry out daily, weekly and monthly tasks as detailed in the site manuals.

To help identify potential breakdowns with the plant, assist with maintenance and materials handling, to ensure continuous operation.

### KEY DUTIES

To assist with manufacturing process, driving some mobile plant and carry out minor maintenance.

To work in an efficient and productive manner, without the need for continual direct supervision and deputise in part or full for the Team Leader.

To inform the Team Leader promptly when a task is completed and request instructions for the next task.

To assist the Team Leaders to ensure that all required daily, weekly, and monthly tasks are completed and recorded properly, and to ensure that any shift issues are reported at the earliest opportunity.

Maintain a high level of awareness within the Plant for Health, Safety, Welfare and Security matters and in this respect to lead by example and take a pro-active approach.

To ensure the Plant and site are maintained in a clean and tidy condition, including cleaning of mixers and confined spaces using tools such as pneumatic hammers.

Willingness to undertake training and learn new skills, required for efficient operations, such as operating mobile plant, plant maintenance, first aid, confined space working etc.

Carry out any other duty required by the Team Leader, Site Supervisor or Site Manager



ISO 9001  
ISO 14001  
OHSAS 18001

Certificate Number 11259

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**ESSENTIAL SKILLS / EXPERIENCE**

Confident communicator, both written and verbal

Mechanically minded, practical and with good computer skills.

Demonstrable experience of taking responsibility at work and excellent reliability

**DESIRABLE SKILLS / EXPERIENCE**

Ability to offer ideas and thoughts for discussion to promote improvements in the process.

Clean driving license and a Front-end loader or fork truck license.

Experience within a manufacturing site - ideally the waste, aggregates or concrete environment.

Desire to grow learn new skills, in order to gain promotion within the business.

**CLOSING DATE FOR APPLICATIONS: 25<sup>th</sup> September 2020**