

**JOB TITLE:** Site Operative

**LOCATION:** Leeds

**REPORTS TO:** Shift Supervisor

**RESPONSIBLE FOR:** Operating fixed and mobile plant, housekeeping, basic plant maintenance and basic quality control

**INTERACTS WITH:** Site Manager, Senior Shift Supervisor, Shift Supervisors, Production Staff, Plant Contractors and Suppliers

**HOURS OF WORK:** Primary 37.5 hours/week 06:00:14:00,14:00:22:00 and 22:00:06:00 with a half hour break Mon-Fri.

**DATE OF ISSUE:** 16<sup>th</sup> October 2020



**JOB PURPOSE**

Reporting to the Shift Supervisor 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 Shift Supervisor 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, operating the plant control system and carry out minor maintenance. Operate the Loading Shovel and Forklift Truck when required.

To work in an efficient and productive manner, without the need for continual direct supervision.

To inform the Shift Supervisor promptly when issues arise affecting production or equipment.

To assist the Shift Supervisor 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.

Be able to perform cleaning duties in confined spaces and at heights.

Carry out any other duty required by the Site Manager or Senior Shift Supervisor.



ISO 9001  
ISO 14001  
OHSAS 18001

Certificate Number 11259

Norfolk House, High Street, Brandon, Suffolk IP27 0AX  
+44 (0)1842 812 229 - info@oco.co.uk - oco.co.uk

O.C.O Technology Ltd. Registered in England. Company No: 07247345  
Registered office: Montague Place, Chatham Maritime, Chatham, Kent ME4 4QU

**ESSENTIAL SKILLS / EXPERIENCE**

Mechanically minded, practical with a good attitude to housekeeping and cleanliness.  
Demonstrable experience of taking responsibility at work and excellent timekeeping and reliability.

**DESIRABLE SKILLS / EXPERIENCE**

Mobile Plant Licence and/or Fork Truck Licence.  
Experience within a Manufacturing site, ideally the waste, aggregates or concrete environment.  
Formally trained in Health & Safety or Environmental