

JOB TITLE: Quality Control Shift Operative

LOCATION: Brandon

REPORTS TO: Shift Supervisor / Site Supervisor / Site Manager

RESPONSIBLE FOR: Site Traffic Management (deliveries, collections, supplies), Material Testing and General Site Duties

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

HOURS OF WORK: 37½ hours per week. 8 hour shifts with ½ hour unpaid break 6am-2pm and 2pm-10pm rolling weekly. 20 days paid holiday plus bank holidays.

DATE OF ISSUE: December 2020



JOB PURPOSE

The primary role of the jobholder is to be responsible for the management of all deliveries, collections and all traffic movements on the site ensuring that all associated paperwork is accurately and diligently recorded. This will include undertaking some basic material testing in a lab and data entry for inbound raw materials, Quality checking of 'in process' production materials, for the processed aggregate leaving the site, and providing feedback to the Senior Shift Supervisor. This includes regular sampling of the aggregate from the production line and storage bays and testing to determine compliance to company product specification.

In addition to these Quality Control activities, general site operative cover/inclusion is required as part of the team to assist in end of shift tasks and the smooth operation of the facility. (This is a hands-on and sometimes physically demanding role).

KEY DUTIES

To assist the Shift Supervisor in the receiving of raw materials, testing of these and providing feedback to ensure production plans are met whilst ensuring quality product.

To assist the Shift Team with vehicle management, administration, record keeping and documentation for the efficient running of the plant and the teams.

Sign in visitors & contractors, issue site rules and instructions and ensure appropriate PPE is being worn and method statements are being followed.

Identify the customer account and material (delivered or collected) and ensure that the correct vehicle registration, customer, product, haulier, source/destination and order number is recorded.

To take responsibility for the accurate testing and data entry of incoming materials and of processed aggregate.

Be aware and control all vehicle movements on site including raw material deliveries, processed aggregate loading/collection and various suppliers ensuring waiting time is minimised.

Produce delivery and collection tickets for all aggregate loads being delivered or collected from the site, spot checking trucks and notifying if vehicles are overweight.

To ensure the laboratory is clean and tidy, supplies are maintained, and equipment is calibrated.



ISO 9001
ISO 14001
OHSAS 18001

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To ensure all admin relating to the site process is completed in a timely manner and entered extremely accurately onto the appropriate computer systems and producing management reports.

Be aware of personal responsibilities towards Health and Safety, use of PPE and reporting accidents, incidents and near misses.

Ensure full compliance with all Company policies and procedures including Health and Safety and environment.

Take responsibility for the image of the QA Lab and site areas ensuring they are clean and tidy at all times.

Promote a positive, friendly and professional image of the business.

ESSENTIAL SKILLS / EXPERIENCE

Highly computer literate with a high level of numeracy and literacy skills.

Accurate, diligent, and strong organisational skills with the ability to offer suggestions and improvements within a growing business.

Methodical and an eye for attention to detail and pride in accuracy.

Excellent and professional communication skills, both written and verbal.

Sound judgement skills with a rational and flexible approach to work and working hours to ensure the smooth operation of the site

High importance to providing the best customer service, both internally and externally, alongside attention to detail in a demanding environment.

Able to demonstrate a good and positive attitude towards health and safety.

Self-motivated and a willingness to learn new skills.

DESIRABLE SKILLS / EXPERIENCE

Experience within an aggregates, concrete or waste environment.

Have previous experience with material testing and/or a laboratory environment

Knowledge of waste or environmental legislation.

Ability to offer ideas and thoughts for discussion to promote the development of the business.

Trained in health and safety and/or First Aider

Fork lift/telehandler/loading shovel certificate.