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| JOB TITLE: |  | **Quality Control Shift Operative** |
| LOCATION: |  | **Avonmouth / Brandon /Leeds /Wretham**  |
| REPORTS TO: |  | **Directly: Shift Supervisor / QCT, QC & Admin SupervisorIndirectly: Aggregate Technical Manager, Senior Supervisor/ Site Manager** |
| RESPONSIBLE FOR: |  | **Material Testing, Quality Control, Site deliveries, Collections, Supplies 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, 2pm-10pm and 10pm-6am rolling weekly.**  |
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| **JOB PURPOSE** |
| Responsibility for undertaking material testing in a lab, 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 Quality Control Technician, Senior Shift Supervisor & QC / Admin Supervisor. The role also includes the management and associated administration of all deliveries, collections and traffic movements on the site.In addition to these Quality Control activities, general site operative cover/inclusion is required as part of the team to assist with shift tasks, especially during evenings and nights when there is less lab work required. This is a hands-on and sometimes physically demanding role but will not take priority over lab activities. |
| **KEY DUTIES** |
| * Receive raw materials, test these, and provide feedback to ensure production plans are met whilst ensuring quality product.
* Check documentations (consignment notes/ waste transfer notes)
* Take responsibility for the accurate testing and data entry of incoming materials and of processed aggregate in line with our permits, processes and procedures.
* Ensure compliance with our permit, processes and procedures and report any non-conformances or quality issues to the QCT.
* Advise production teams of any recommended recipe changes when required, if the QCT or Aggregate Technical Manager are unavailable.
* Assist the Shift Team with vehicle management, administration, record keeping and documentation for the efficient running of the plant and the teams.
* 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.
* Be aware and control all vehicle movements on site including raw material deliveries, processed aggregate loading/collection (ensuring all tankers are connected securely to the silo), 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.
* Ensure the laboratory is clean and tidy, supplies are maintained, and equipment is calibrated.
* Ensure all admin relating to the site process is completed in a timely manner and entered accurately onto the appropriate computer systems and produce management reports.
* Be aware of personal responsibilities towards Health and Safety, use of PPE and reporting accidents, incidents and near misses.
* Check that all drivers/visitors are inducted
* Sign in visitors & contractors, issue site rules/ induction and instructions and ensure appropriate PPE is being worn and method statements are being followed.
* 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 always clean and tidy.
* Promote a positive, friendly and professional image of the business.
* Assist the shift teams with general site duties, including plant operation (SCADA), FLT and cleaning, if lab activities allow.
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| **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.Good experience in 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.Previous experience with material testing and/or a laboratory environment.Knowledge of waste or environmental legislation.Able to demonstrate examples of offering ideas and thoughts for improvements and efficiencies. Trained in health and safety and/or First AiderForklift/telehandler/loading shovel certificate.* Knowledge of ISO 9001, 45001, 14001,BES 6001, and competency management system (CMS)
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