

JOB TITLE: Quality Control Technician

LOCATION: Avonmouth, Wretham, Leeds

REPORTS TO: Site Manager

RESPONSIBLE FOR: Supervision of Site Lab Team, ensuring compliance with all relevant procedures and regulations

INTERACTS WITH: Site Operations Team, other site's QCTs, QCSOs, Central Lab, suppliers and contractors

HOURS OF WORK: 37.5 hours per week, primarily 8am to 4pm Monday to Friday but flexible to cover QCSO absence as required across the potential 24/7 operating hours of the Site

DATE OF ISSUE: Nov 2025



JOB PURPOSE

Reporting directly to the Site Manager, the job holder will have direct responsibility for supervising the quality control of product produced and incoming materials, general lab operations and ensuring compliance with relevant policies and procedures, whilst ensure all Quality Control Site Operatives (QCSOs) at the site are trained and competent to perform lab operations. The job holder will regularly audit paperwork and test results and ensure they are accurately and diligently recorded and communicate findings to the Site Manager to ensure optimum mix design and quality is maintained at all times.

KEY DUTIES

- To take responsibility for accurate testing and data entry of incoming materials and of processed aggregate.
- Ensure full compliance with all Company policies and procedures including, but not limited to, Health and Safety and Employment.
- To manage QCSOs to ensure all pre acceptance and quality procedures are adhered to and their training is up to date.
- To ensure samples are sent away for external testing and results published to the correct database on receipt.
- To ensure compliance with our permitted requirements, processes and procedures including ISO45001, 9001, 14001, BES6001 and Competency Management System
- To ensure all required data is entered onto the QA database and is accurate.
- Analyse the integrity of quality control data and assess compliance with company product specifications, highlighting and addressing any errors with the Site Manager.
- Log and report any non-conformance of product or incoming material to the Site Manager.
- Regularly audit documentation given by any haulers to ensure it is present and correct (including consignment notes and waste transfer notes).
- To ensure the laboratory is kept clean and tidy, that daily and weekly checks are carried out, supplies are maintained, and equipment is calibrated and fit for purpose at all times.
- Endure all laboratory-based employees maintain a professional appearance.



Certificate Number 11259

ISO 9001
ISO 14001
OHSAS 18001

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- Communicate accurate, up to date data to the Site Manager and Operations teams to allow them to control recipes.
- Daily review of customer accounts and material (delivered or collected) ensuring that the correct vehicle registration, customer, product, hauler, source/destination, and order number is recorded.
- Be aware of all vehicle movements on site including raw material deliveries, processed aggregate loading/collection and various suppliers ensuring waiting time is minimised.
- Review delivery and collection tickets for all loads being delivered or collected from the site are produced and spot check departing aggregate loads.
- Lead and demonstrate by example the personal responsibilities towards Health and Safety, use of PPE and the reporting of accidents, incidents and near misses.
- Ensure full compliance with all permit requirements, quality procedures and Health and Safety within the lab.
- Promote a positive, friendly and professional image of the business.
- Have a can-do attitude highlighting any issues and providing solutions where possible.
- Conduct and co-ordinate trials at site, feeding findings back to the Site Manager and central lab team.
- Take a proactive approach towards development and improvement of products.
- Any other ad hoc projects as requested by the Site Manager that are within the skills and capabilities of the job holder.

ESSENTIAL SKILLS / EXPERIENCE

- Previous experience within material testing and/or a laboratory environment.
- 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 to promote the development of the business.
- Excellent, professional communication skills at all levels, both written and verbal.
- Sound judgement skills with a rational and flexible approach to work and working hours.
- Provide 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 willing to learn new skills.
- Supervisory experience with the ability to manage a team.

DESIRABLE SKILLS / EXPERIENCE

- Experienced in testing hazardous materials and/or dealing with APCr.
- Knowledge of ISO45001, 9001, 14001, BES6001, and Competency Management Systems (CMS).
- Experience within an aggregate, concrete, or waste environment.