BRETT – JOB OUTLINE

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| JOB TITLE: | SITE OPERATIVE – ABC Shift |
| DEPARTMENT: | OPERATIONS |
| COMPANY: | BRETT AGGREGATES LTD |
| LOCATION: | CLIFFE |
| REPORTS TO: (Job Title of immediate supervisor) | CHARGEHAND |
| 1. PURPOSE OF THE JOB:  * To safely operate mobile and static plant for the production/handling/loading and sale of sand, gravel, and recycled material. * To be flexible in the role allowing cover for other sites as directed. * To safely operate plant to receive and despatch materials via road, water and rail. | |
| 1. MAIN RESPONSIBILITIES/TASKS:   Responsibilities/Tasks & Performance Standards:   * Safely operate mobile and static plant, including routine daily/weekly/monthly checks as required in line with company procedures (QHEST). * Maintain a good knowledge of safe and efficient working practices by attending organised training as directed. * Carry out routine plant and site checks – In line with company policy and procedures (QHEST). Requirements. * Carry out routine maintenance tasks in line with training and competency under agreed risk assessment and method statement. * Report any accidents, incidents and defects or near misses in line with company procedures. * Assist with housekeeping on site, including clearing spillages around the plant, and elsewhere on site. * Work in line with company Safety, Health, Environmental and Quality policies and procedures. * Carry out instructions as issued by supervisor and/or manager. * Carry out duties in a timely and professional manner. * Work efficiently as part of a team offering support and assistance when necessary. * Be flexible in working at other sites as required.   This job outline covers the main/most frequent responsibilities and duties included in the job. Other reasonable duties will be expected from time to time. | |
| 1. TRAINING RESPONSIBILITIES FOR OTHER EMPLOYEES:  * Assist the Manager/Supervisor/Chargehand with other employee training as necessary. | |
| 4. ANY OTHER RELEVANT INFORMATION:   * The role requires work to an agreed shift pattern, including night and weekend work. * You may be required to work at other sites on occasion at short notice carrying out a similar function. | |
| 1. BRETT QUALITIES:  Customer Care Personal  Understand customer needs  Professional -To conduct business in a way which our customers will want to do business with us again Integrity We will do what we say  Value people not position  Communicates honestly, openly and on time  Respect safety, the environment and our neighbours Quality Attention to detail  People Deliver Quality  Superior service | |
| 6. KNOWLEDGE AND SKILLS:  Essential: Desirable:   |  |  | | --- | --- | | Fixed & mobile plant operation | Able to work the weighbridge and produce speedy accurate tickets | | Flexibility | Experience in working in a quarry, landfill, recycling or aggregates production role | | Able to work under pressure | Telephone skills | | Able to work with others and as part of a team | Effective Health & Safety practices | | Organisational skills | Experience of handling cash | | Able to identify and solve problems |  | | Awareness of Health & Safety Legislation |  | | Able to work to company procedures & the requirements of legislation |  | | Customer focussed & understands customer needs |  | | Flexibility to work at other local sites if required |  | | Ability to generate solutions |  | | |

#### BRETT – PERSON SPECIFICATION

SPECIFICATION OF PERSON REQUIRED TO FILL THIS ROLE EFFECTIVELY

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| SPECIFIC TRAINING/LICENCES: |  |  |
| Essential: | Desirable: |  |
| NVQ Level 2 (or working towards)  Mobile Plant Operation or  Fixed Plant Operation | First Aid  Fire Marshall |  |
| PREVIOUS INDUSTRY/JOB EXPERIENCE: |  |  |
| Essential: | Desirable: |  |
| Experience in operating mobile and static plant.  Minimum 1 years’ experience in similar industry operations and processing | Prior experience within recycling operation |  |
| OTHER SPECIFIC REQUIREMENTS: |  |  |
| Essential: | Desirable: |  |
| Flexible  Full driving licence  Awareness of H&S Legislation |  |  |