


<b>Job Description Template</b>			
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	<b>Creation Date:</b> 25/05/18	<b>Next Review Date:</b> 25/05/20	

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### **Job Description – Industrial Services Operative**

<b>Department/location:</b>	Specialist Industrial Services (SIS) Division: Hull, Kirkby, Rugby, Newport, Honiton or Mobile based
<b>Hours of work:</b>	40 hours per week: 8 hours per day Monday-Friday plus overtime as required to meet the needs of the business including nights and weekends
<b>Reports to:</b>	Team Leader/Supervisor, Technical Supervisor, Operations Manager
<b>Holiday:</b>	20 days plus 8 bank holidays PA
<b>Other benefits:</b>	Company bonus scheme, pension scheme, death in service benefit

#### **General:**


The role of the Industrial Services Operative is a rewarding role and very varied and the work ranges from unskilled to highly skilled: you could be involved in general site cleaning one day and a confined space tank clean with full breathing apparatus the next. You will operate in support of a variety of industries: you could be working at a cement works or an oil refinery one day and inside a sewage treatment plant or a Royal Navy vessel the next. All IS Operatives are specially trained to carry out the various aspects of the role which are all conducted under strict health and safety rules following rigorous assessment of the potential risks involved. Work is usually carried out at the convenience of the customer, so there will be a requirement to travel and to work unsociable and often long hours to complete a job on schedule. There will be a requirement to pass security clearance to gain entry to certain work sites.

#### **Main Duties:**

- Carry out industrial services operations to a high standard in accordance with training and Future Industrial Services Ltd H&S procedures.
  - General site cleaning, repairs & maintenance
  - Scheduled plant cleaning, repairs & maintenance cleaning during shutdowns
  - Pollution control and spill response
  - High pressure water jetting
  - Cold cutting using specialist hydro-cutting equipment
  - Confined space operations, such as tank or sewer cleaning, which may involve the use of breathing apparatus
  - Rescue team duties (additional training required).
- Ensure customers are treated with courtesy at all times.
- Ensure client is informed at all times regarding task and H&S issues.
- Comply with customer safety and security instructions at all times.
- To work under own initiative.
- Maintain good timekeeping.
- Be prepared for flexible working including out of hours work.
- Work records, timesheets, and all relevant documentation to be completed Daily/weekly and returned to the local office by Monday each week.
- Maintain cleanliness and ensure roadworthiness of any vehicle under your control.
- Driving van and trailer (over 3.5 tonnes combined – Cat B+E licence required)

#### **General H&S Responsibilities:**

- Comply with Health & Safety requirements: as per training, policies, procedures, risk assessments, method statements, safe systems of work etc.
- Actively seek to improve safety culture.
- Report any H&S issues/accidents/near misses to your line manager immediately.

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**Other General Responsibilities:**


- Attend training as required to maintain personal qualification/competence.
- Comply with the Company Equal Opportunities Policy and promote equality.
- Any other duties as required by line management, commensurate with the post holder's level of training and competence.

**Person Specification – Specialist Industrial Services Operative**

Shaded qualifications are not required for all operatives but on a case by case basis

<b>Qualifications/Training</b>	<b>E / D*</b>	<b>How assessed ***</b>
Car (Cat B+E preferred) driving licence to drive to customer sites	E	CV
Working in Confined Space to C+G 60150-03 (High Risk)	E**	CV
Water Jetting (WJA Safety Awareness/ Surface Preparation/Drain & Sewer modules as required)	E**	CV
CSCS card, CCNSG or alternative safety passport as required by customer	E**	CV
Emergency First Aid (or First Aid at Work for rescue team duties)	E**	CV
Asbestos Awareness	E**	CV
Environmental Awareness	E**	CV
Pollution Control/Spill Response	E**	CV
Confined space rescue to C+G 6150-05 (for rescue team duties)	E**	CV
IPAF (scissor lift/cherry picker)	E**	CV
PASMA (mobile tower scaffold)	E**	CV
UK PIA safety passport (for petrol station forecourt operations)	E**	CV
National Water Hygiene Card (for blue water sites)	E**	CV
Cold cutting (use of hydro-cutting equipment)	E**	CV
Offshore working qualifications as required – OPITO, BOSIET, MIST	E**	CV
Other specialist qualifications as the need arises		
<b>Experience</b>		
Industrial services experience	D	CV/I
Using high pressure water jetting equipment	D	CV/I
Working in confined spaces	D	CV/I
Working in a related industry such as oil refineries	D	CV/
<b>Specific Post Knowledge/Skills</b>		
Conversant with Future Industrial Services Health & Safety Policies and Procedures	E**	CV/I
Pollution awareness to be able to respond to spillages	E**	CV/I
<b>Personal Characteristics</b>		
It is a requirement that employees working in confined spaces are medically fit to perform these duties. This will be assessed by an	E	PA

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Occupational Health professional after a conditional offer of employment is made and will be subject to periodic re-assessment.		
Must be able to meet security vetting standards required to work within MOD or other sensitive customer sites	E	I
Good customer service manner and able to communicate with customers at all levels	E	I
Must be prepared to work away from home base when required by the task	E	I
Able to use initiative to solve work-based problems	E	I
Conscientious to work independently without direct supervision	E	I
Numerate and literate to process paperwork associated with post	E	I
Flexible approach to working hours	E	I
Adaptable to daily changing situations	E	I

\*Essential or Desirable

\*\*Essential but may be achieved post-employment

\*\*\*Application Form or CV (CV); Interview (I); Presentation (P); Practical Assessment (PA)