


<b>Job Description Template</b>			
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## Job Description – Site Operative

<b>Department/location:</b>	Berwick
<b>Hours of work:</b>	Shift rota (average 40 hours per week)
<b>Reports to:</b>	Plant Manager
<b>Holiday:</b>	20 days plus 8 bank holidays
<b>Other benefits:</b>	Company pension after 3 months Bonus scheme Death in Service Benefit

### General:

The site operatives are required to work under the instruction of the Site Supervisors to ensure all operations carried out at the Berwick site are conducted safely and as described in the site Work Instructions. They are responsible for working to instruction on allocated tasks, ensuring that they adhere to training given in tasks to maintain the safety of themselves and others

### Main Duties:

- Responsible for the safe operation of the plant/process to which they have been allocated by operating to the written work instructions in which they have been trained.
- Responsible for the safe use of the site equipment, in particular FLT movements.
- Responsible for the correct use and maintenance of PPE which has been issued to them.
- Responsible for adherence to the Site Safety Rules.
- Responsible for contributing to good housekeeping standards and practices.
- Responsible for adhering to the site safe working procedures and, in particular Permit to Work procedures for non-routine work.
- Responsible for undertaking any specific routine safety inspections allocated.


### 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.

### 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.

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### Person Specification

Qualifications/Training	E / D*	How assessed***
GCSE English and Maths or equivalent	E	CV
Forklift truck	E**	
Experience		
No specific experience required but experience of site work, working with waste hazardous chemicals or outdoor work would all be advantageous	D	Application/Interview
Specific Post Knowledge/Skills		
Basic chemical safety awareness including training on relevant COSHH assessments	E**	
Understanding of all relevant site risk assessment	E**	
Personal Characteristics		
Ability to follow instruction as set out on company process batch sheets, work instructions and method statements	E	Interview
Conscientious to work independently and safely with hazardous waste	E	CV/I
Must be supportive of colleagues and willing to help others	E	CV/I
Keen to learn new skills and develop own knowledge	E	CV/I

\*Essential or Desirable

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

\*\*\*Application Form or CV; Interview; Presentation; Practical Assessment