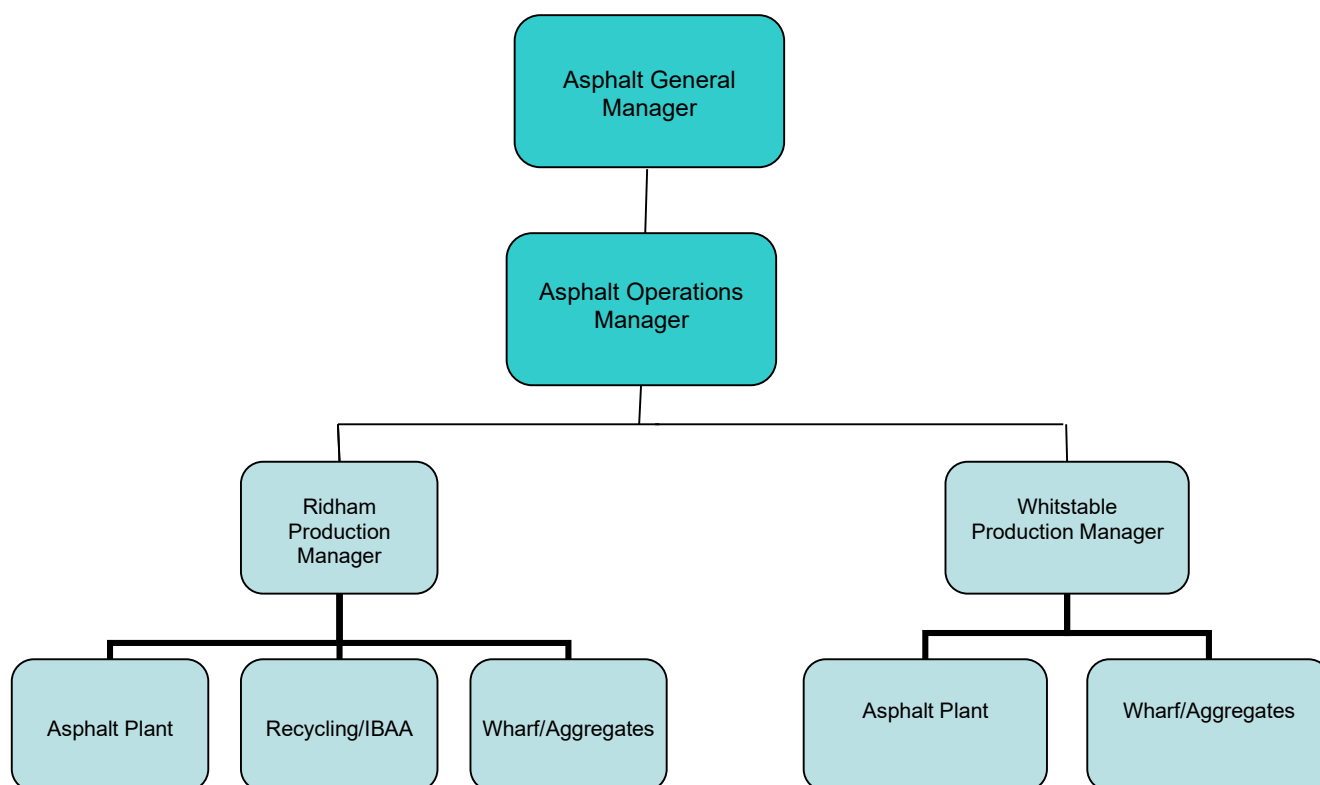


JOB OUTLINE



JOB TITLE:	Flexible Operative
DEPARTMENT:	Operations
COMPANY:	Brett Aggregates Ltd
LOCATION:	Various
REPORTS TO:	Site Supervisor

ORGANISATION:



1. RESOURCES:

Budget(s) Controlled/Influenced:

Maintain efficient quality production contributing to the cost control within the site.

Number of Direct/Indirect Subordinates:

Plant/Equipment Responsible For:

Assists with care and maintenance of all plant (fixed and mobile), buildings and equipment at site.

Key Internal/External Contacts:

Internal –Managing Director, Asphalt General Manager, Sales Director, Development Director Operations Manager, Engineers, Site Supervisors, Site Operatives, Asphalt Customer Service Lead, Sales and Transport Department, Planning, SHE, BAL Accounts, IT, Brett Group Staff, Internal Customers – BLBP and BCL.

External – Acts as a point of contact on site for Customers (and customers drivers) HSE, EA, Planning Officers, residents, landowners, PLA and any other site visitors and stakeholders.

Shipping Companies – External and Internal

2. PURPOSE OF THE JOB:

Ensure the site operates in accordance with all current HSEQ legislation. Site operations are controlled to a high standard of HSEQ ensuring the production of quality products and manual handling in a safe, professional and timely manner, according to company policies and procedures.

Support stock control to maintain minimum levels and ensure the availability of quality material to meet customer demands.

Ensure samples are taken of raw and finished materials to ensure quality control standards.

Ensure that the weighbridge is operated to ensure legal compliance to Weight & Measures Act 1985.

Meet customer expectations and communicate professionally with all customers.

Support effective communication to ensure effective operations.

3. KEY DELIVERABLES:

Ensure a Zero Harm site, working to a “safety first” culture and ensuring effective HSEQ at the site.

Carry out role in accordance with legal requirements (including SHE Legislation, Planning and Licencing) internal QHEST standards.

Support achievement of approved KPI and production targets.

Ensure effective communication to allow smooth and efficient operations.

Ensure high quality standards of housekeeping.

4. MAIN RESPONSIBILITIES/TASKS:

Responsibilities/Tasks:

Performance Standards:

Health and Safety Control

Ensure all aspects of site operations to prevent accidents, incidents and risks to health as far as reasonably practicable.

Legislative compliance.

Follow Brett procedures to ensure the site is operated in accordance with SHE legislative requirements, company policies, all site planning. licence conditions, and in accordance with all other applicable legislation. Assessment and control of risks on sites to ensure legal compliance.

Plant and Equipment

Follow Brett procedures to ensure that all plant and equipment at the site is inspected and maintained to the correct standard including a high level of housekeeping

Financial performance

Operate plant and equipment to ensure the site operates as efficiently as possible and prevents the waste of energy and materials.

Environmental Control

Follow Brett procedure to ensure site operations be carried out and environmental controls are maintained. Any failures are reported to the Operations Manager immediately.

Customer Contact

Engage with customers both face to face and over the phone, maintaining confidentiality and building professional relationships. Ensure transport allocation meets customer demand and maximises utilisation and profit.

Compliance with company procedures

Good knowledge of all company procedures, of new procedures as required, and contribute to enforcing company procedures and maintaining operational standards on site.

- **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.**

5. MAJOR JOB CHALLENGES/ANY OTHER RELEVANT INFORMATION:

Assist in maximising safety, environmental, quality, and service whilst achieving site output.
To continually strive for operational excellence and to identify improvements wherever possible.

6. BRETT QUALITIES:

Customer Care:

Personal relationships – Level 2

Understands customer needs - Level 2

Professional – to conduct business in such a way that our customers will want to do business with us again – Level 2

Integrity:

We will do what we say – Level 2.

Value people, not position – Level 2

Communicates honestly, openly and on time – Level 2

Respect safety, the environment, and our neighbours – Level 2

Quality:

Attention to detail – Level 2

People Deliver Quality – Level 2

Superior service – Level 2

7. KNOWLEDGE AND SKILLS:

Essential:

- Technical awareness and a good knowledge of material specifications and quality expectations
- Knowledge operation of weighbridge.
- Ability to operate mobile plant.
- Customer focussed and able to deal with customer's direct inspiring confidence of our professionalism with customer care.

Desirable:

- Knowledge of SHE legislation
- Knowledge of waste management
- Previous technical background
- Experience of working with asphalt plant maintenance schemes.
- Previous experience of working in contact with customers and managing customer expectations.
- Understanding word, excel and power point.
- Knowledge operation of production plants and mobile plants.

Skills:

- Ability to work in a team or as an individual
- Ability to meet best practice.
- Knowledge of the waste or extractive industries
- Knowledge of asphalt operations
- Good communication & interpersonal skills
- Attention to detail
- Ability to work under pressure
- Organisational skills, able to organise own time effectively

PERSON SPECIFICATION

SPECIFICATION OF PERSON REQUIRED TO FILL THIS ROLE EFFECTIVELY

<u>GENERAL EDUCATION:</u>	
<u>Essential:</u> Good Standard of Maths and English To hold appropriate certificates, or be working towards mobile/fixed plant operation. (SHE QCF 3, COTC, WAMITAB)	<u>Desirable:</u>
<u>SPECIFIC TRAINING/PROFESSIONAL QUALIFICATIONS:</u>	
<u>Essential:</u> Working towards (e.g. NVQ 2, QCF 3, mobile/fixed plant operations)	<u>Desirable:</u>
<u>PREVIOUS INDUSTRY/JOB EXPERIENCE:</u>	
<u>Essential:</u> Understanding of workplace expectations, including professionalism, punctuality, and teamwork.	<u>Desirable:</u> Experience in asphalt/aggregate production Mobile plant operation Weighbridge operation Previous experience of working at technical/testing facility
<u>OTHER SPECIFIC REQUIREMENTS:</u>	
<u>Essential:</u> Able alone or as part of a team Flexible. Self-Motivated. Attention to detail. Good organisational skills. Full and valid driving licence.	<u>Desirable:</u>