

## Job Specification

Job Title:	<b>Plant and Weighbridge Operator – FPA</b>
Reports to:	<b>Site Supervisor or Night-Shift Chargehand</b>
Purpose:	<ul style="list-style-type: none"> <li>To ensure you work to schedule in a safe and efficient manner.</li> </ul>
Contacts:	Regular contact with LGV drivers, managers and colleagues
Responsibilities	<ul style="list-style-type: none"> <li>To ensure you follow safe working practices, including the use of PPE</li> <li>To report accidents and near misses immediately to your Yard Supervisor</li> <li>To carry out daily checks of machinery and report defects</li> <li>Promote A. W. Jenkinson Forest Products in line with the Yard Handbook</li> </ul>
Skills/Knowledge	<ul style="list-style-type: none"> <li>FLT/Loading Shovel/Liebherr</li> <li>Health &amp; Safety</li> <li>Communication Skills</li> <li>Customer Care</li> <li>Professional Manner</li> </ul>
Main Duties:	<ul style="list-style-type: none"> <li>To weigh wagons in and out of site until weighbridge staff start at 730am; all data regarding the wagons must be entered onto the computerised system; issue drivers correct paperwork and pin numbers etc</li> <li>To report accidents or near misses to Yard Supervisor</li> <li>To report any incidents of misconduct to your Supervisor.</li> <li>To liaise with your Supervisor in order to understand the requirements for your shift.</li> <li>Only operate machinery you are fully trained to use.</li> <li>Efficiently meeting all production work requirements allocated to you by following operating procedures and works instructions.</li> <li>To demonstrate a positive and flexible approach to the varied elements of the position.</li> <li>To be prepared to carry out standby/emergency duties when required.</li> <li>Prepare and operate machinery in a safe manner, reporting any issues to the appropriate person as required. Complete checklists daily and Defect Book as necessary</li> <li>Maintain and improve environmental practice within the workplace.</li> <li>Work as a member of a team helping to implement and carry out all company working practices in order to achieve team objectives.</li> <li>Move and handle materials in a safe and appropriate way within the</li> </ul>

	<p>workplace.</p> <ul style="list-style-type: none"> <li>• When operating machinery, you must be vigilant in ensuring it is working to the maximum output</li> <li>• Housekeeping - maintaining the warehouse/storage areas and yard in a clean and tidy condition.</li> <li>• Complete all paperwork accurately and submit within required time scales.</li> <li>• Follow all A.W. Jenkinson Forest Products site rules</li> <li>• You must comply with all health and safety rules and regulations regarding the health and safety of yourself and others who may be affected by your acts or omissions.</li> <li>• Ensure company uniform is worn.</li> <li>• Use appropriate PPE – you must not use machinery without correct PPE</li> <li>• You must comply with all legislation which applies to you.</li> <li>• Inform the company of any changes to your circumstances, e.g. change of address</li> <li>• You must carry out any reasonable task required by the company.</li> </ul>
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