

## Job Description

**Job Title:** Production Operative  
**Department:** Workshop / Assembly / Stores  
**Reports to:** Production Manager  
**Location:** West Bromwich

### **SUMMARY/JOB PURPOSE**

To work as a maintenance operative in the workshop, assembly and stores areas of the Company supporting experienced fitters, stores personnel and other Company employees, while receiving in-house and external training to develop a wider range of job related skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

1. To maintain order & tidiness both outside & inside the Jacopa manufacturing facility.
2. To assist where required in the dismantling, cleaning & re-assembly of equipment returned for refurbishment work.
3. To complete any relevant in-house training to be conducted within the Company's premises and workshops. Attend external training as necessary.
4. To assist stores staff with loading & offloading of goods/equipment arriving or leaving the premises and assemble kits of parts for use in production department when required.
5. Some fitting and assembly skills including the use of hand tools and marking out.
6. Undertake pipe-fitting including flanged and screw joints.
7. Ability to read and understand Engineering drawings is preferable. Training can be provided.
8. Performs all work in accordance with established company safety procedures.
9. Establish strong relationships within the department.
10. On a daily basis take instruction from the Production Controller, Senior Supervisor Fitter and Stores Co-Ordinator.
11. Other duties may be assigned as required.

### **ESSENTIAL PERSONAL REQUIREMENTS**

1. Must possess good communication skills and respect for safety needs.
2. Must possess team spirit, and be able to work closely with all relevant departments in particular Production, Assembly & Stores.
3. Must be flexible in terms of work needs.
4. Has excellent time keeping.
5. Gain experience of mechanical design, maintenance and operational features of the Company and other products, with a view to gaining a recognized mechanical qualification.
6. Should be adaptable and willing to learn and undertake mechanical tasks as required.
7. Reviewing and adhering to specifications and applicable standards.
8. Able to work with own initiative and take responsibility/ ownership of workload.
9. Learn about the practical application of products and equipment in wastewater and water treatment, training can be provided.



10. Take responsibility for the health, safety and wellbeing of own self and others.

#### **LEADERSHIP/ SUPERVISORY RESPONSIBILITIES**

Lead own personal development as required.

#### **EDUCATION, TRAINING AND EXPERIENCE**

Educated to GCSE standard.

Evidence of interest and/or experience of working in a mechanical/fitting/maintenance role.

Current Fork Lift Truck License essential.

Overhead Gantry Crane License beneficial though not essential as training can be given.

#### **COMMUNICATION SKILLS**

Ability to understand, read, write and converse in English.

#### **INDEPENDENT JUDGEMENT, DECISION MAKING & PROBLEM SOLVING:**

Able to follow directions and make decisions based on specific directions and outlines.

Able to use basic judgment in the performance of job duties with supervisor support.

#### **OTHER SKILLS AND ABILITIES**

**Computer skills:** Basic understanding of Word and Excel or equivalent software.

Demonstrable interest in an engineering discipline with the ability to work efficiently and accurately with high motivation. Also have aptitude for practical science or engineering skills

Ability to work as a team member and possess good interpersonal, communication and literacy skills.

To work with efficiency, accuracy and to be able to meet deadlines.

To be able to prioritise workload and work under own initiative.

High level of flexibility and dependability

**Mathematical skills:** Ability to understand and apply mathematical concepts such as addition, subtraction, multiplication and division.

**Travel:** Supplier sites, customer sites, training venues

**Other:** None

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to talk or hear. The employee frequently is required to walk, sit, use hands and fingers to handle, or feel; and reach with hands and arms. The employee is frequently required to stand for extended hours. The demands of the role include the need for an amount of manual handling.



**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Company workshop / supplier workshop / customer wastewater & water treatment sites and infrastructure. The noise level in the work environment is usually moderate.

Date Prepared February 2023

Approved by Line Manager Date

Signed by Employee Date