**JOB DESCRIPTION**

# POSITION: Operator Duncrue / Forklift Truck Driver

**REPORTING TO:** Treatment Plant Manager

**SALARY:** Dependent on experience and qualifications

**HOURS OF WORK:** Monday – Friday 7.30 am – 5.00 pm

**HOLIDAY ENTITLEMENT**: 28 days which includes 8 bank holidays

**LOCATION:** 116-120 Duncrue Street, Belfast, BT3 9AR

**OVERALL PURPOSE OF THE JOB:**

To assist with the overall operation of the treatment plant including the sorting and

processing of waste. Forklift duties for the loading and offloading of curtain siders in a

safe and secure manner. To maintain operative equipment to ensure its working order at all

times. Will entail some manual handling duties.

**AREAS OF RESPONSIBILITY**

* To fully comply with Terms & Condition established for this position
* To ensure issued/received Personal Protection Equipment is always maintained in a hygienic condition and used throughout the course of your related duties
* To implement instructions given to you by your direct Line Manager
* To fully comply with Company Quality Safety & Health & Safety policy and procedures related to your position.
* To ensure the correct service equipment is used appropriately throughout the course of the job. Ensure it is cleaned and securely replaced.
* Ensure that operating equipment is always maintained in working order and report defective equipment immediately.
* To carry out such further tasks and duties as may from time to time be delegated by your Line Manager.
* Be prepared to work overtime and to carry out such further tasks and duties as may from time to time be delegated by your Line Manager.
* The above is not an exhaustive list of duties and you will be requested to perform different tasks as necessitated by your changing role within the organisation and overall business objectives of the organisation.

**PERSONNEL SPECIFICATION - OPERATOR**

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|  |  | **ESSENTIAL** | **DESIRABLE** |
|  | **QUALIFICATIONS/**  **ATTAINMENTS** | Current Forklift Counterbalance or Telehandler Licence | CSR Card or other relevant health & safety qualification  Driving License |
|  | **RELEVANT EXPERIENCE** | Must have some experience in the Operation & Monitoring of plant and machinery. | Experience in operating agricultural type machinery.  Mechanical experience |
|  | **SPECIAL ATTRIBUTES** | The ideal candidate will be a good communicator, be able to use own initiative and work as part of a team. They will be able to take on new challenges and will be keen to learn new skills and responsibilities in all aspects of the business. | Industrial Cleaning |
|  | **PHYSICAL REQUIREMENTS** | Must be physically fit due to the manual nature of the work involved. |  |
|  | OTHER SPECIAL ATTRIBUTES | Must be reliable and have a good timekeeping and attendance record. Must be available to work overtime as and when required, this may include shift work. |  |