

ROLE SPECIFICATION

Position:	BMB Cutter/Welder-PVC Operative Trainee
Department:	BMB Cutting & Welding-PVC part of BMB Industrial Cabs Ltd
Location:	Head Office, Birkenhead, UK
Reporting to:	BMB Cutting/Welding PVC Production Team Leader at BMB
Salary:	National Minimum Wage

The PVC Cutting Department

The principle function of the PVC Cutting Department is to support:

- BMB Operations through the manufacture of cut and welded PVC canopies ready for sewing.
- THC Operations through the manufacture of cut and welded car boot liners ready for sewing.
- BMB Operations through provision of planned and scheduled maintenance services for various assets according to ISO9001: 2015 procedures.
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The Role

The principle role of the BMB Cutter/Welder-PVC Operative Trainee is to use their skills and experience to produce semi-finished PVC canopies and boot liners ready for sewing. The position is full-time, working 8 hours per day (40 hours per week).

Other parts of the role include:

- Regular maintenance and cleaning of equipment in line with ISO9001: 2015 procedures
- Basic engineering skills to keep machines in proper working order.

The Cutter/Welder-PVC Operative Trainee role is expected to be performed in accordance with BMB H&S standards.

Responsibilities & Accountabilities

- Learn and perform the basic cutting and welding skills for both BMB including:
 - Lifting PVC rolls onto rack, with assistance.
 - Velcro PVC sides in preparation for sewing.
 - Tacking windows in position with the use of a hot gun and roller.
 - Using high frequency welding machine to finish weld the window.
 - Cut out and trim excess material from clear PVC window and pass to sewing for final process.
 - General housekeeping and a small amount of machine maintenance would be an advantage.
- Continue to grow in role so that BMB Cutter/Welder-PVC Operative Trainee can run the PVC cutters and mark independently as and when required.
- Perform regular maintenance, cleaning and occasional electrical work on all major BMB assets so they remain operational during all working hours.

- Reporting back to BMB OM regarding the cutting and welding performance for BMB.
 - The particulars of the job in terms of successes and failures
 - Areas to improve regarding the product and manufacturing.
- Following the BMB Cutter/Welder-PVC Operative Trainee training:
 - Working with the BMB PVC Production Team Leader & RTA HR to develop and receive a training plan.
 - Training includes areas such as cutting machine and welding control, electrics, ISO9001: 2015, maintenance, communication, IT, H&S etc.
- Control BMB assets including:
 - Keeping all assets clean
 - Assessment of additional tools, software and hardware to make BMB Cutter/Welder-PVC Operative Trainee more efficient and effective onsite.

Required Skills

- Excellent hands on in Manufacturing skills
- Good standard of English is required
- Punctual with good manners
- Common sense & customer awareness
- Team player that takes pride in work.
- Strong communication skills at all levels.
- Hard working and flexible

Expectations

- BMB Cutter/Welder-PVC Operative Trainee to report back on completed jobs using BMB management systems.
- BMB Cutter/Welder-PVC Operative Trainee to investigate problems/providing sufficient details and suggest solutions.
- BMB Cutter/Welder-PVC Operative Trainee to keep BMB assets clean.

Desirable Skills

- An interest in Manufacturing and Production.
- An interest in the Forklift truck industry is desirable but not necessary as full training will be provided.

Core Competencies of the Role

Achieving Success								
Concern for Standards		Data Management		Innovative	Efficiency Orientation		Results Orientation	
3		2		3	3		3	
Analysis & Judgement								
Analytical Thinking		Conceptual Thinking		Critical Information Seeking	Decision Making		Risk Management	
2		2		2	2		1	
Managing Others								
Developing Others		Performance Management		Training Others	Compliance			
1		1		1	3			
Organisational Awareness								
Business Knowledge		Commercial Awareness		Strategic Thinking	Financial Awareness		Process Knowledge	
1		2		1	1		3	
Self-Management								
Adaptability and Flexibility	Continued Professional Development	Initiative	Methodical and Thorough	Planning and Organisation	Positive Self Image	Self-Control	Tenacity	
3	2	3	3	1	3	3	3	
Working with Others								
Collaborative Working	Effective Communication	Influencing Others	Interpersonal Awareness	Team Work				
2	3	1	2	3				

Key	1	Aware of quality standards related to position. Ensures own work meets quality standards. Ensures accuracy and consistency in all work completed. Adheres to processes and procedures to ensure standards are maintained.
	2	Aware of quality standards beyond own position. Ensures contribution from others to own work meets quality standards. Sets high personal standards. Understands desired end result and questions activities which may compromise standards.
	3	Mindset focused on excellence/best practice. Defines new or improves existing quality standards. Identifies consequences of not achieving standards. Takes action to avoid standards being compromised.

Interfaces

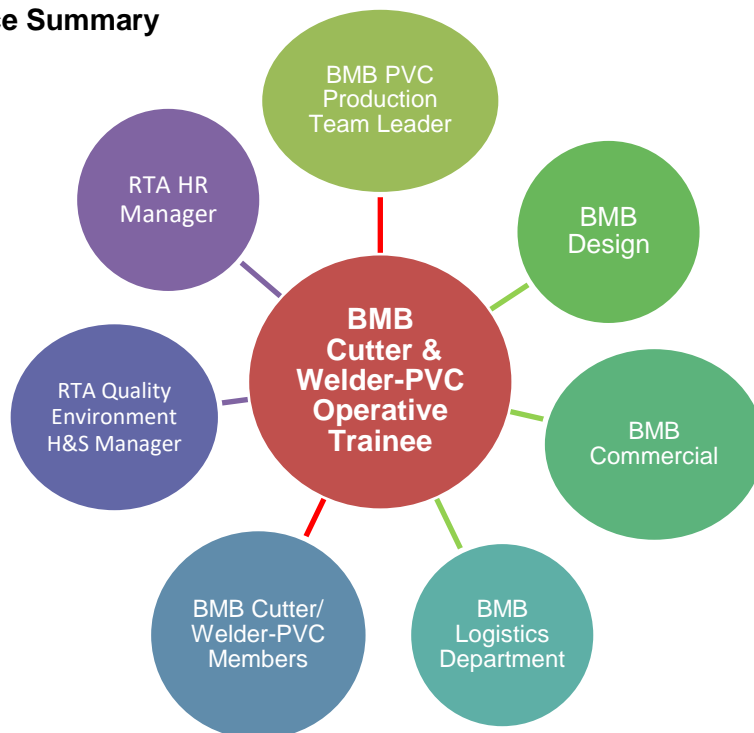
Management Interfaces

- BMB PVC Team Leader: A daily Line Manager interface regarding a diverse range of issues such as customer orders, production schedules, etc. This communication happens informally face to face and using email.
- RTA Quality Environment H&S Manager: A daily Line Manager interface regarding machine maintenance, cleanliness including ISO9001: 2015 and 5S systems.

Service Provider Interfaces

- BMB Commercial Departments: This departmental interface involves occasional communication on an informal basis concerning targets and standards and issues which require high level involvement.
- BMB Design Departments: This is an informal and infrequent interface relating to specific designs, prioritisation and commercial value.
- BMB Logistics Departments: This is an informal and infrequent interface concerning specific commercial issues and ensuring shipments are despatched on time.
- BMB Cutter/Welder-PVC Departments: This is an informal and infrequent interface concerning specific issues within the Cutter/Welder-PVC area.

Interface Summary



Key to Relationships

Line Manager

Staff Manager

Service Provider

People Management

The BMB Cutting & Welding-PVC team are managed through annual appraisals with objectives and Key Performance Indicators.

General Information

- In addition to the duties and responsibilities listed, other duties may be assigned.
- This document is a guide to the role. It may be changed from time to time to meet changing circumstances. It does not form part of any Contract of Employment.

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