

ROLE SPECIFICATION

Position:	BMB Production Operative- General Operative
Department:	BMB Production - part of BMB Industrial Cabs Ltd
Location:	Head Office, Birkenhead, UK
Reporting to:	Production Manager at BMB
Salary:	National Minimum Wage

Our Client

Our client is a leading manufacturer of industrial Cabs for Forklift Trucks and other markets, in the material handling industry, with over 20 years' experience. We supply all major forklift truck dealers and generally supply businesses with one off requirements for full cabs, PVC canopies or single screens. We have comprehensive manufacturing capabilities covering many processes and techniques.

Production Department

The principal function of the Production Department is to produce, plan, co-ordinate and control the manufacturing of Metal and PVC goods and services to deliver top-quality products and services to our clients.

The Role

The principal role of the BMB General Production Operative is to use their skills and experience to produce steel and PVC parts. The position is full-time, 40 hours per week.

Other parts of the role include:

- Ensuring that daily production and quality targets are met within the work area.
- Ensure that you follow all SOP's and Health and Safety procedures and are flexible in your approach to training in various processes within the factory.
- Ensure that all process and equipment problems are communicated to the relevant Team Leader.
- Ensure effective control and usage of materials and minimise scrap.
- Ensure housekeeping duties are carried out and work area and machinery are kept at the agreed standard in line with ISO9001: 2015 procedures.

Responsibilities & Accountabilities

- Learn and perform the tasks required for the preparation of PVC and steel production including but not limited to:
 - 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 preventative maintenance on machinery.

- Supporting the Team Leaders and Production Manager with PVC and Metal Production and attain Production targets within budget to meet set targets of the business.
- Hands on approach, handling specialist responsibilities in the Production Department including final assembly, powder coating, plasma cutting, dispatch. Some fabrication and machine operating will be required such as Metal Fabrication, Brake Press, Metal Power Tools, Glass Cutting, Packing, shipping and Receiving.
- Undertaking training to self-develop skills in the Production Department including training and development, appraisals, communication, structures by setting and maintaining a team culture.
- Ensuring the Production Department is presented to an excellent, professional standard to satisfy ISO:9001:2015 Quality Standards.
- Liaising with all personnel in Metal, Metal Production, Cutting & Welding-PVC, Design, Commercial, Customer Service, Logistics and Quality to achieve set goals and objectives of the business adhering to Health and Safety Standard throughout the business.
- Perform regular cleaning of working areas and preventative maintenance on BMB assets so they remain operational during all working hours.

Required Behavioural and Technical Skills:

- The ability to work as part of a team and under pressure in busy times.
- Good literacy, numeracy and verbal communication skills and IT literate.
- Must be a Team Player and able to work on own initiative as and when required.
- A positive individual with a 'can do', results driven approach and attitude.
- Keen to develop and learn new skills.
- An effective and confident communicator who listens and can express themselves clearly.
- Committed, reliable, responsible, and honest with high integrity.
- Welcomes change, is flexible and can adapt and deal with various demands.

Desirable Skills:

Have an interest and/or experience working in a Metal/Final Assembly Production / Manufacturing Environment.

- A good standard of English and Math.
- An interest in the Forklift truck industry is desirable but not necessary as full training will be provided.
- An interest in Manufacturing and Production.

Experience:

- Building excellent internal and external relationships.
- Managing multiple priorities and coping when under pressure.
- Experience of power tools and machinery.
- Excellent teamwork and co-operation skills.

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

People Management

The BMB General Operative Production team are managed through annual appraisals with objectives and Key Performance Indicators.

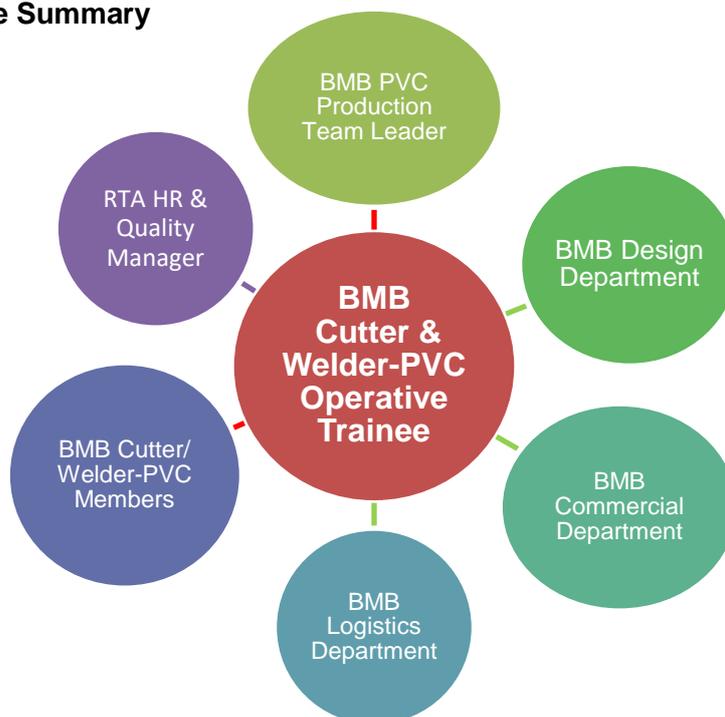
Management Interfaces

- BMB Production manager: A daily line manager interface regarding a diverse range of issues such as production schedules and daily tasks etc. This communication happens informally face to face.
- BMB PVC Team Leader: A daily dotted 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.

Interface Summary



Key to Relationships

Line Manager

Staff Manager

Service Provider

General Information

- In addition to the duties and responsibilities listed, other duties and reasonable tasks outside of the general provisions of the job description may be assigned by the Line Manager in the pursuance of good company practice or need.
- To respect any matter deemed by management as confidential in accordance with the terms of the Contract of Employment of the job holder.
- 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.

To Apply

Interested applicants, please forward a Curriculum Vitae & Covering Letter to sharonowen@raventa.com or via our website at www.bmbindustrialcabs.com

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