

## Job Specification

### 1. Post

<b>Post:</b>	Yard Labourer
<b>Depot / Department:</b>	Reading Depot
<b>Ref:</b>	GPL/097
<b>Salary:</b>	Dependent on experience / competitive

### 2. Supervisory Responsibilities / Position in Structure

<b>Responsible To:</b>	Kevin Manley – Service Manager
<b>Liaising With:</b>	Service Engineers, Drivers and Depot/Office Staff.

### 3. Main Function of Job (Note: in addition to these functions, employees are required to carry out such other duties as may reasonably be required)

- To support the Service Department in the smooth and efficient running of the depot yard function.

### 4. Main Duties (Brief description)

- General labouring duties;
- Ensure the workshops and yard areas are swept on a daily basis;
- Maintaining the tidiness of the workshop and yard areas;
- Preparation and storage of cables;
- Washing of Generators, Equipment and Trackway panels;
- Liaise with Storeman on yard requirements;
- Other Adhoc duties;
- Promote teamwork and co-operation at all times, both within individual depots and right across the entire Generator Power Group of Companies;
- Safeguard all Company assets; nothing leaves the depot without correct paperwork;
- Treat all other employees and all our customers professionally and with respect;
- Always act in the best interests of any of the Generator Power Group of Companies, and not to carry out (or fail to carry out) any action that would bring the company into disrepute;
- Always work in a responsible manner to ensure safe working practices;

- Follow Health Safety Quality and Environmental guidelines provided by the company - currently ISO 9001:14001 and OHSAS 18001 procedures, including all future notifications;
- Proactively contribute to the company's policy of continuous improvement;
- Carry out any reasonable ad-hoc duties requested by your direct Line Manager or the Management Team.

## 5. Requirements to Carry Out Job

Essential or Desirable Requirement (E / D)	E	D
<b>Qualifications Required:</b>		
<ul style="list-style-type: none"> <li>• High school or equivalent</li> <li>• Fork Lift Truck licence</li> <li>• Hiab licence</li> </ul>	E	D D
<b>Experience / Skills Required:</b>		
N/A		
<b>Specialist Training Required:</b>		
N/A		
<b>Personal Characteristics / Attributes Required:</b>		
<ul style="list-style-type: none"> <li>• Must be flexible as the job may involve unsociable hours</li> <li>• Good communication skills and the ability to connect naturally with people</li> <li>• Work well on own initiative and as part of a team</li> <li>• Ability to ensure the work gets done in a timely and effective manner</li> <li>• Ability to follow Company policy and procedures.</li> <li>• Ability to understand and implement written and verbal instruction.</li> <li>• Self-motivation</li> </ul>	E E E E E E	

## 6. Special Terms

<b>Special conditions e.g. working with hazardous substances, equipment, animals etc.:</b>	N/A
<b>Working in different locations:</b>	The Company reserves the right to require you to work at a different location to meet the operational needs of the business.
<b>We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.</b>	

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**Generator  
Power**

**If you are interested in the above position, please send a copy of your CV to:**

[vacancies@generator-power.co.uk](mailto:vacancies@generator-power.co.uk)

**Closing date:**

**4<sup>th</sup> August 2017**

