



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Plant Operator/ Store Person		
<b>Department:</b>	Public Works	<b>Section:</b>	Materials
<b>Reports to:</b>	Foreman		
<b>Grade:</b>	G1	<b>Job Code:</b>	TBC

## Job Purpose

To achieve the maximum safe output of physical work of a nature as a generally directed by the supervisor. Implement and maintain stock control as necessary to store in accordance with financial instructions.

## Main Accountabilities:

- To carry out tasks as directed by immediate supervisor, including driving and operating plant and vehicles in an efficient, effective and safe manner; so that maximum safe working output is achieved.
- Look after the stores for the materials section recording the issuing and returning of stocks and consumable products. Record the information in a standard format and report stock usage weekly to the materials manager.
- Carrying out unskilled and semiskilled physical tasks using manual and powered tools in an efficient and safe manner; so that the maximum safe working output is achieved.
- The post holder may be required to deliver stocks and collect freight as required.
- Carry out routine maintenance to tools and equipment to ensure optimum operations
- Direct and monitor other persons provided to assist in carrying out tasks to ensure safe and effective working.
- Carry out all weighbridge duties, which include recording all aggregated stock in and out of the quarry. Send weekly reports to PWD admin. Record all plant hours and electricity once a month
- Carry out routine stock taking to ensure records are accurate.

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.***

## Additional Information:

The post holder may also be required to work within any gang undertaking a variety of tasks in various locations and weather conditions.



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Person Specification:	Plant Operator/ Store Person		
Criteria	Essential	Desirable	Assessment Method
<b>Education and Training:</b>			
To hold a valid HGV licence	✓		A
Minimum of three years' experience in the use of plant and vehicles	✓		A
Hold a valid CSCS Health and safety card, or the ability to obtain one at the first available opportunity	✓		A
To hold a valid Artic Licence		✓	A
<b>Knowledge, Skills and Experience:</b>			
Practical skills with hand and power tools	✓		A/I
Computer literate using Microsoft word and excel	✓		A
Basic keyboard skills	✓		A
Able to keep clear and legible records	✓		A
Methodical as accuracy is essential	✓		A
Experience of working in a similar type of store	✓		A/I
Ability to keep daily logs of machine hours and mile and maintain store records.	✓		A/I
Able to prioritise work to meet deadlines	✓		A/I
Basic knowledge of quarry maintenance.		✓	A/I
Experience in use of computerised stock control system such as SHIRE stock control or similar		✓	A/I
Criteria	Essential	Desirable	Assessment Method
<b>Personal Attributes:</b>			
Ability to communicate well with people at all levels	✓		A
Clean and tidy appearance	✓		A/I/R
Pleasant and helpful	✓		A/R



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<b>Person Specification:</b>	Plant Operator/ Store Person (Continued)		
Criteria	Essential	Desirable	Assessment Method
<b>Personal Attributes:</b>			
Must be physically capable of moving heavy items safely	✓		A/I/R
Self-controlled	✓		A/I/R
Must be prepared to work closely with others	✓		A/I/R
Able to work with minimum supervision	✓		A/I/R
Ability to communicate clearly in English	✓		A/I
Be prepared to work overtime as required.		✓	A

## Method of assessment:

A - Application Form

I - Selection Interview

R – Reference