

## JOB DESCRIPTION

### 1. JOB DETAILS

<b>JOB TITLE</b>	<b>Factory Production Operator</b>
<b>REPORTS TO</b>	<b>Operations Manager &amp; Design Project Manager</b>
<b>TEAM</b>	<b>Modular Solutions</b>
<b>LOCATION</b>	<b>Rhyl Factory – within Creating Enterprise Modular Build Operations</b>
<b>SALARY DETAILS</b>	<b>£23,000pa (Fixed Term 24months)</b>
<b>HOURS</b>	<b>Monday to Thursday 8:00 to 17:00 &amp; Friday 8:00 to 16:30 42 Hours</b>

### 2. PURPOSE OF ROLE

Factory production operator to manufacture timber joists and assemblies for the construction of the modular build timber homes at the offsite factory location.

The role is to undertake cutting and assembly tasks to manufacture and deliver our construction timber product range which includes, metal web joists, modular panel frames, but is to be expanded to include other timber products as the business grows.

The successful candidate(s) will be responsible for operating cutting machinery and presses in the manufacture and assembly of timber construction products to acceptable and defined quality standards and specifications.

Full training will be provided for the machines to be used.

As a safety conscious employer, we encourage good practice and adherence to procedures to ensure a safe working environment. Please note that this is a role which requires attention to detail and good housekeeping.

The candidate(s) will ideally will have worked within a manufacturing environment, have processing experience, capable of getting through a high volume of work and basic numeracy and literacy skills.



### 3. WHAT IS CREATING ENTERPRISE

Creating Enterprise, part of Cartrefi Conwy, is an award-winning building and maintenance contractor based in North Wales.

We provide a wide variety of property maintenance services to the public and private sector and specialise in Modular Construction, building timber frame Passivhaus homes.

As a social enterprise, we're able to demonstrate a strong social value as we invest our profits back into employment initiatives via our Creating Futures Academy.

The Academy supports social housing tenants and local people with a range of employment services.

The new factory purpose is to design, manufacture, metal web joists & engineered wood products to supply the construction industry, and we are looking for highly motivated individuals to join the team.

### 4. MAIN DUTIES & RESPONSIBILITIES

As a Production Operative your role main duties will include (but not limited to):

- General Factory Labour, Lifting and manual work moving and picking timber products
- Operating press machines, Chop Saws, Table Saws, & hand air tools with ease and confidence to Manufacturing and assemble the Timber Frame Products
- Finished goods marking, labelling, preparation and packing/banding
- Performing quality inspections test to ensure the suitability of the finished product to defined quality and process standards.
- Warehousing duties including storage of finished goods and supply of materials
- Ability to work on your own & as part of a team assisting other colleagues with relevant tasks
- Taking part in the on-site factory and operative training programmes to hone their skills
- Notify Line Manager of any resource, material, or work instruction issues as soon as problem identified keeping them informed on progress of work.
- Work within the organisation's Health and Safety guidelines to keep work area organised and equipment clean, safe and well maintained & safe approach to work

#### **Experience & Requirements:**

- Previous factory assembly or mechanical experience is desirable, although full training will be provided
- Be Reliable, Excellent Attendance record and accurate Time keeping



- Motivation to continually achieve improvement on work and stream performance, and reach targets as part of a team and individually
- Ability to communicate with management in a respectful and constructive way
- Monitoring equipment, assisting with any maintenance needs with management
- Ensuring machinery is set up and running effectively and efficiently in safe working order
- Full Driving licence
- FLT licence ideally – but training will be given if required
- Capable of working within a high demand, fast paced manufacturing environment
- Able to work safely at all times to H&S procedures and taking pride in their work and housekeeping requirements

## 5. CORPORATE ACCOUNTABILITIES

To actively support the overall delivery of Creating Enterprise's objectives to provide an excellent, innovative and truly customer focused service.

As a representative of Creating Enterprise, to promote and maintain a positive attitude and image at all times.

To positively promote Creating Enterprise's values, constructively challenging traditional ways of working, contrary behaviour or comments.

To ensure feedback is actively sought in order to inform service improvement for customers and develop more efficient and effective ways of working.

To ensure compliance with Creating Enterprise's Standing Orders, policies and procedures.

To support the development, review and implementation of policies and procedures, in particular of:

- Health, safety, and welfare initiatives
- Creating Enterprises' principles on Equality and Diversity
- Risk management initiatives
- Performance management practices
- To utilise ICT technology and systems effectively by developing appropriate skills, adopting efficient business processes, and maintaining data securely and accurately
- To work collaboratively where required



## 6. WORK CONTEXT (environment, type of equipment)

The post holder may be required to work evenings and/or weekends occasionally in line with business requirements

## 7. AUTONOMY AND DECISION-MAKING (limits and freedoms)

As agreed with the Operations & Project Manager, redirect resources within the Factory to ensure completion of tasks within given timescales.

Assist to decide upon method of operation to ensure the operation objective is achieved safely with manager approval.

Any safety issues refer with Managers for advice and guidance on any issues or non-standard repairs

## 8. COMMUNICATIONS (the main communications that take place. Frequency, purpose and method)

### INTERNAL

**Team** – Daily communication own team on work allocation and general progress and any Tool Box talks.

**Line Manager** – Daily progress reporting and raising any on-site stock or manufacture issues that require their involvement.

### EXTERNAL

Suppliers/Delivery ops - End user clients on site to sign and take deliveries

## 9. AREAS OF COMPLEXITY (what provides most stretch)

Ensuring that manufacturing Work packs & QA's are correctly filled in and recorded and is delivered on time.

Stock levels checked with stock sheets and advised to the appropriate person.

## 10. AGREEMENT

Job Holders' Signature:

Date:

Line Managers' Signature:

Date:



# Person Specification

## Timber Solutions – Production Factory Operator – Fixed Term

ACADEMIC /PROFESSIONAL QUALIFICATIONS	Essential / Desirable	How this will be assessed
Woodworking/Benchwork qualification	Desirable	Application/ Certification
Valid relevant CSCS Card	Desirable	Application/ Certification
KNOWLEDGE & EXPERIENCE		
Experience of carrying out range of factory/commercial works processes in manufacture	Essential	Application/ Interview
Good knowledge of relevant H&S regulations, legislation and safe working practices applied in workplace	Essential	Application/ Interview
Following Procedures and Specifications ‘drawings and procedures’	Essential	Application/ Interview
Ability to read and understand manufacture drawings before machine set up/input	Essential	Application/ Interview
Experience of working to and achieving strict deadlines	Essential	Application/ Interview
Reliability and time keeping	Essential	Application/ Interview
Knowledge and understanding of quality and service standards	Essential	Application/ Interview
Experience of providing exceptional customer service	Essential	Interview



SKILLS		
Ensure good quality workmanship which upholds company standards, complies with building codes and follows safety requirements	Essential	Application/ Interview
Driving Licence Ability to drive*	Essential	Application/ Interview/Certification
Forklift Licence and Experience (Training will be given)	Desirable	Application/ Interview/Certification
Ability to work as part of a team	Essential	Application/ Interview
Excellent planning, organisational, time keeping and prioritisation skills	Essential	Application
Ability to use ICT systems – use of a hand-held device	Desirable	Interview
Excellent written and verbal communication	Essential	Application/ Interview
Deliver and maintain Quality & Assurance systems	Essential	Application/ Interview
Ability follows written risk assessments and method statements and be able to undertake dynamic risk assessment and report	Essential	Interview
Flexibility to work independently	Essential	Interview
Welsh Language Skills	Desirable	Application/ Interview
<b>Do the right thing</b>	Essential	Interview
<b>Commit to quality</b>	Essential	Interview
<b>Be Innovative</b>	Essential	Interview

**Creating Enterprise are committed to Equality and Diversity in our activities**

**\* Where disability precludes, this will be reviewed with candidates at interview stage to ascertain if there are any reasonable adjustments that can be made to this requirement.**

