

CLARKE CHAPMAN

Job Title:	Operator/Loader for the SCPV Delivery Wagons	Level: Skilled	Reference: FM JD 2018/06
Report to:	Loading Supervisor	Functional Management:	Assistant Operations Manager
Our Company	<p>Founded in 1864, the Clarke Chapman Group specialises in materials handling equipment and provides manufacturing and support services to a wide range of industry. As part of our proud heritage, we have been involved in the UK rail industry designing, manufacturing, and maintaining on track rail equipment. Clarke Chapman Facilities Management are responsible for several long-term maintenance and operation contracts for our client Network Rail.</p> <p>In 2000 Clarke Chapman was acquired by Langley Holdings plc, a diverse, privately owned engineering group based in the UK with principal operating divisions in Germany, Norway, France, Italy and the UK, with a substantial presence in the United States, and more than 90 subsidiaries world-wide. The group employs around 5,600 people.</p>		
Job Overview	<p>As a valued member of our team, your primary duties will be to carry out the loading and operation of the SCPV Delivery Wagons at our Beeston depot. This will include wagon preparation activities within a team, to ensure safe, efficient, and effective loading of the assets and components.</p> <p>As part of your duties, you will be required to attend various on the UK Network Rail infrastructure sites, to carry out preparation activities for unloading of the SCPV wagons within a "possession".</p> <p>The nature of our work may on occasion require working unsociable hours, weekends and/or bank holidays.</p> <p>The role will involve working outdoors in all types of climatic conditions.</p>		
Location	Based at Beeston, Nottingham, with some working on Network Rail infrastructure sites.		
Outline of Job	<ol style="list-style-type: none"> 1. To undertake the preparation and loading activities of the SCPV Delivery Wagons, to include other associated equipment. Perform all preparation & loading activities in accordance with predetermined standards of safety, quality, and performance, implementing remedial action when requested or appropriate. 2. To attend various sites on the UK Network Rail infrastructure ("possession"), to prepare the SCPV Delivery Wagons for unloading. This will involve working in coordination with "recipients" and other Contractors. On completion of unloading the SCPV Delivery Wagons shall be made safe for transit, in accordance with the relevant standard. 3. Ensure that all faults and other engineering issues that have been identified are fed back for record purposes clearly and concisely, along with the general condition of the equipment/plant, also ensure that time sheets, holiday requests, completed work orders, reports etc are passed for processing in accordance with the local rules. 		



	<ol style="list-style-type: none"> 4. You will be required to gain a comprehensive working knowledge of the relevant equipment and its operation, their interaction, as and when required imparting such skills and knowledge to the team for its benefit and those of the company. 5. As part of your duties, you will be expected to be competent to undertake lifting operations, either as a lifting supervisor or slinger/banksman (<i>full training and certification will be provided by the company</i>). 6. To operate Network Rail owned & approved wagons/equipment within “possessions” (<i>full training and assessment will be provided by the company</i>) 7. Assist with the integration of new/replacement/stand-in personnel into the team and maintain a positive interest in the welfare of the other team members. 8. Be prepared to carry out any work within capabilities. 	
Education Qualifications and Experience	Essential <ul style="list-style-type: none"> • GCSE maths and English grade C or level 4 (alternatively Functional skills level 2 in maths and English) or demonstratable experience in a similar role. • Full UK Driving Licence. 	Desirable/Beneficial <ul style="list-style-type: none"> • Experience of working within the UK Rail Industry and/or track plant and systems. • Slinger/banksman training. • Personal Track Safety (PTS) Holder. <p><i>Specific in-house and external training and assessment will be provided to the individual, to ensure they meet the competency requirements to work on the equipment and associated tasks.</i></p>
Key Accountabilities:	<p>Ensure that the loading and operation procedures are strictly adhered to and are carried out in a competent manner and to the required standards.</p> <p>Ensure assets and equipment are loaded and operated in a safe, effective, efficient, and timely manner.</p> <p>Provide communication either verbally or in writing which fully details the information that is required for the company and client records.</p> <p>The company places a high priority and emphasis on the Health, Safety and welfare of its employees and its operations. You will be required to ensure that all Safe Systems of Work, risk assessments, Permit to Work etc are correctly followed, ensuring that all work is carried out to the correct working procedures and that safety rules are adhered to rigidly.</p>	
Relationships	<p>Will work as a member of a team of Loader/Operators and Service Engineers, liaising and collaborating with other operatives within a team culture. They will work with the Loading Supervisor and other members of the company’s organisation and will also be expected to liaise in a professional manner with members of the Clients operational staff.</p>	
Deputies	<p>Applicable Deputies – Other Loader/Operators</p>	
Hours of work	<p>Standard working week: 40 hours (additional hours / overtime may be required): At Beeston depot 40 hours will be worked over 5 days (Monday – Friday)</p>	



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	At Network Rail zones (Possessions): variable shift hours will be worked over any number of days (Saturday – Friday)				
Holidays	25 days annual plus 8 bank/public holidays				
Salary	See Terms and Conditions for full details.				
Safety Implications	<p>Be aware of Health & Safety legislation and Railway Group Standards ensuring strict adherence to safety procedures and safe systems of work applicable to working in a railway environment. Actively participate in promoting safe working practices. The duties will require a high degree of manual dexterity and the ability to work under pressure.</p> <p>Will have undergone and passed a Railway Group Standards, medical and drugs and alcohol tests as well as be willing to participate in any future random tests.</p> <p>Will have completed and successfully achieved PTS.</p>				
Transport	<p>A full valid driving licence will be a necessary requirement of the role.</p> <p>A vehicle will be provided only when transport is required to fulfil your contractual duties (no personal use/commuting to normal place of work)</p>				
Potential career progression.	Loader Supervisor or other grades.				
Issue	Date	Amendment Details	Written By/Reviewed	Accepted By	Owned By
0	Mar 17	Document first issued.	G Burden	C. Pagett	FM Network Rail
1	Dec 18	Removal of reference to COSS	Amended: I Thornhill	C Pagett	CCFM
2	Aug 22	Full review by Director	C Pagett	M Judd	CCFM

I accept and agree to the above job description which should be reviewed as and when necessary and in agreement with my line manager.

Signed: Date:

