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| **Role title** | Process Worker (Off Site) |
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| **Department** | Witham Hire Centre  |
|  |
| **Business unit or function** | Site Accommodation |
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| **Role reports to** | Depot Manager |
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| **Roles managed** | N/A |
|  |
| **Purpose of the role** |
| * Installation/ dismantle of Site Accommodation units and rectifications off site plus refurbish and fit out the complete range of buildings to the highest possible standard
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| **Accountabilities of the role** |
| * Undertake the advance preparation/decoration of all product surfaces, both internal and external
* Carry out basic joinery tasks inclusive of partition walls, doors, windows etc
* Carry out basic plumbing tasks inclusive of sink and toilet assembly, waste and drainage, copper and push fit fittings etc
* Undertake basic electrics inclusive of sockets, heaters, lighting etc, supporting in the preparation and first fix, under the supervision of an electrician
* Assist where required in the general fitting out and refurbishment of buildings both on and off site
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**Competencies, Skills, Qualifications & Experience**

**Essential** attributes are the minimum requirement for a role holder. Without these attributes, the role could not be performed. **Desirable** attributes would enable the candidate to perform more effectively, but they are not critical to the role.

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| **Competency, Technical Skill or Knowledge** | **Essential** | **Desirable** |
| Planning and Organising | **√** |  |
| Problem Solving | **√** |  |
| Customer focus | **√** |  |
| Decision Making | **√** |  |
|  |  |  |
| **Qualifications** | **Essential** | **Desirable** |
|  Good level of numeracy/literacy | **√** |  |
| Full UK driving licence | **√** |  |
| Forklift truck license |  | **√** |
| Appropriate H&S qualification |  | **√** |
| Basic NVQ relevant to role |  | **√** |
|  |  |  |
| **Previous Experience** | **Essential** | **Desirable** |
|  Experience gained within construction/related industry |  | **√** |
|  Strong operational experience related to trade/role | **√** |  |

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| **Organisation Chart** |
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