

TRENT CONCRETE LIMITED

Job Description

JOB TITLE:	JOINER
DEPARTMENT:	JOINERY DEPARTMENT
RESPONSIBLE TO:	JOINERY FOREMAN, JUNIOR FOREMAN / JOINERY CHARGEHAND
RESPONSIBLE FOR:	THE MANUFACTURE AND ALTERATION OF TIMBER MOULDS
MAIN PURPOSE OF JOB:	TO ENSURE THAT MOULDS ARE MANUFACTURED AND ALTERED AS EFFICIENTLY AS POSSIBLE GIVING PARTICULAR ATTENTION TO QUALITY, CLEANLINESS AND SAFETY

MAIN DUTIES AND RESPONSIBILITIES:

Working in the Joinery department, the post-holder will carry out the duties associated with the manufacture and alteration of timber moulds. The job will include:

- Ensuring duties are carried out to agreed health and safety requirements and make sure company quality standards are met;
- Checking that all machinery / equipment is in good working order and report any faults to either joinery chargehand or foreman;
- Working to the instructions of the Joinery foreman and chargehand with regards to the production programme;
- Ensuring the work area is in a safe and tidy condition and prepared for the manufacture of timber moulds;
- Reading and understanding unit detail drawings,
- Selecting and preparing timber;
- Operating woodworking machinery IF TRAINED AND AUTHORISED TO DO SO BY MANAGEMENT and ensuring it is used and operated safely and efficiently;
- Cutting timber to required dimensions;
- Assembling and manufacturing moulds to the correct dimensions as detailed on drawings and paying attention to mould finish;
- Altering and preparing moulds already in production use, as per drawings;
- Checking mould for any defects;
- Leaving mould in clean and tidy condition and ready for casting department;
- Identifying waste timber from alterations so that it may be disposed off through the correct waste stream;
- Bringing to the attention of chargehands and/or the foreman any problems or issues relating to the mould so that further information is sought and obtained;
- Operating forklift trucks (if authorised by management to do so) to move moulds when required;
- Completing the timber schedule sheet when obtaining timber.

Other duties include:

- Helping to maintain a safe and tidy working environment by clearing away tools and materials and throwing away unwanted items;
- Operating other machinery if trained and authorised to do so by management;
- Assisting with the unloading of timber deliveries and operating forklift trucks if authorised to do so by management;
- Any other reasonable duties within the factory as required by management.

May 2009