

ROLE SPECIFICATION

Position:	PVC Cutting Operative (PCO)
Department:	PVC Cutting Department part of BMB Industrial Cabs and The Hatchbag Company Operations Department
Location:	Head Office, Birkenhead, UK
Reporting to:	PVC Team Leader at BMB Industrial Cabs and PVC Cutting/Welding Team Leader at The Hatchbag Company

The PVC Cutting Department

The principle function of the PVC Cutting Department is to support:

- BMB Operations through the manufacture of cut and welded PVC canopies ready for sewing.
- THC Operations through the manufacture of cut and welded car boot liners ready for sewing.
- BMB Operations through provision of planned and scheduled maintenance services for various assets according to ISO9001: 2015 procedures.
- THC Operations through provision of planned and scheduled maintenance services for various assets according to ISO9001: 2015 procedures.

The Role

The principle role of the PCO is to use their skills and experience to produce semi-finished PVC canopies and boot liners ready for sewing. The position and salary is based on up to 5 x 8 hour days (40 hours per week).

Other parts of the role include:

- Regular maintenance and cleaning of equipment in line with ISO9001: 2015 procedures
- Basic engineering skills to keep machines in proper working order.

The PCO role is expected to be performed in accordance with BMB and THC H&S standards.

Responsibilities & Accountabilities

- Learn and perform the basic cutting and welding skills for both THC and BMB including:
 - Lifting PVC rolls onto rack, with assistance.
 - Velcro PVC sides in preparation for sewing.
 - Tacking windows in position with the use of a hot gun and roller.
 - Using high frequency welding machine to finish weld the window.
 - Cut out and trim excess material from clear PVC window and pass to sewing for final process.
 - General housekeeping and a small amount of machine maintenance would be an advantage.

- Continue to grow in role so that PCO can run the PVC cutters and mark independently as part of a semi-late shift when required.
- Perform regular maintenance, cleaning and occasional electrical work on all major BMB and THC assets so they remain operational during all working hours.
- Reporting back to BMB OM regarding the cutting and welding performance for both THC and BMB.
 - The particulars of the job in terms of successes and failures
 - Areas to improve regarding the product and manufacturing.
- Following the PCO training:
 - Working with the OM and RTA HR to develop and receive a training plan.
 - Training includes areas such as cutting machine and welding control, electrics, ISO9001: 2015, maintenance, communication, IT, H&S, driving, etc.
- Control BMB and THC assets including:
 - Keeping all assets clean
 - Assessment of additional tools, software and hardware to make PCO's more efficient and effective on sight.

Required Skills

- Excellent hands on engineering skills
- Good degree of electrical know-how for wiring
- Punctual with good manners
- Common sense & customer awareness
- Competent with PC's, handheld devices and software.
- Team player that takes pride in work.
- Strong communication skills at all levels.
- Hard working and flexibility regarding travel and overnight stays.

PCO Expectations

- PCO's to report back on completed jobs using BMB and THC management systems.
- PCO's to investigate problems/providing sufficient details and suggest solutions.
- PCO's to keep BMB and THC assets clean.
- PCO's to monitor and carry the parts they need to complete basic maintenance.

Desirable Skills

- Fork Lift Truck license
- Experience with CAD driven machines.

Core Competencies of the Role

Achieving Success				
Concern for Standards	Data Management	Innovative	Efficiency Orientation	Results Orientation
3	2	3	3	3

Analysis & Judgement				
Analytical Thinking	Conceptual Thinking	Critical Information Seeking	Decision Making	Risk Management
2	2	2	2	1

Managing Others			
Developing Others	Performance Management	Training Others	Compliance
1	1	1	3

Organisational Awareness				
Business Knowledge	Commercial Awareness	Strategic Thinking	Financial Awareness	Process Knowledge
1	2	1	1	3

Self-Management							
Adaptability and Flexibility	Continued Professional Development	Initiative	Methodical and Thorough	Planning and Organisation	Positive Self Image	Self-Control	Tenacity
3	2	3	3	1	3	3	3

Working with Others				
Collaborative Working	Effective Communication	Influencing Others	Interpersonal Awareness	Team Work
2	3	1	2	3

Key

- 1

Aware of quality standards related to position.
Ensures own work meets quality standards.
Ensures accuracy and consistency in all work completed.
Adheres to processes and procedures to ensure standards are maintained.
- 2

Aware of quality standards beyond own position.
Ensures contribution from others to own work meets quality standards.
Sets high personal standards.
Understands desired end result and questions activities which may compromise standards.

- 3 Mindset focused on excellence/best practice.
Defines new or improves existing quality standards.
Identifies consequences of not achieving standards.
Takes action to avoid standards being compromised.

Interfaces

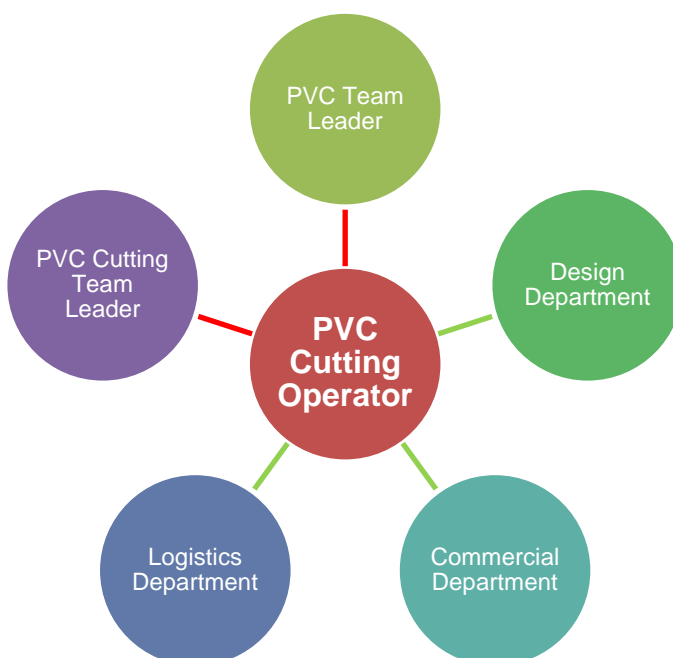
Management Interfaces

- PVC Cutting Team Leader (PTL): A daily Line Manager interface regarding a diverse range of issues such as customer orders, production schedules, etc. This communication happens informally face to face and using email.
- Operations Manager (OM): A daily Line Manager interface regarding machine maintenance, cleanliness including ISO9001: 2015 and 5S systems. There is a quarterly formal meeting.

Service Provider Interfaces

- BMB and THC Commercial Departments: This departmental interface involves occasional communication on an informal basis concerning targets and standards and issues which require high level involvement.
- BMB and THC Design Departments: This is an informal and infrequent interface relating to specific designs, prioritisation and commercial value.
- THC and BMB Logistics Departments: This is an informal and infrequent interface concerning specific commercial issues and ensuring shipments are despatched on time.

Interface Summary



Key to Relationships

Line Manager

Staff Manager

Service Provider



BMB Industrial Cabs Ltd.

BMB Industrial Park,
Docks Link,
Wallasey,
Merseyside,
CH44 3EQ
United Kingdom

T 0151 637 2323

F 0151 637 2324

support@ukbmb.com

ukbmb.com

People Management

The PVC Cutting team is managed through annual appraisals with objectives and Key Performance Indicators.

General Information

- In addition to the duties and responsibilities listed, other duties may be assigned by the OM.
- This document is a guide to the role. It may be changed from time to time to meet changing circumstances. It does not form part of any Contract of Employment.