

JOB & PERSON SPECIFICATION

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| JOB TITLE | SHEET METAL OPERATIVE (TRAINEE OR MODERN APPRENTICE, MA) |
| DEPARTMENT | PROJECTS (SHEET METAL) |
| REPORT TO | ALLAN MENZIES (SUPERVISOR) |
| LOCATION | NEWBURGH, SITE OFFICE |

ROLE OVERVIEW

Your role will be instrumental in delivering and maintaining a high quality service/support within our Projects/Sheet Metal team, which will help us in achieving our company objectives and strategy. This will include:

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| #1 | Fabrication of sheet metal products |
| #2 | Learning to read technical drawings for sheet metal fabrication |
| #3 | Complying with & ensuring high levels of H&S |
| #4 | Stocktaking and maintaining/tracking stock levels |

ROLE & RESPONSIBILITIES

Main Activities:

- Assist fabricating sheet metal products (e.g. flashing, louvers, gutters)
- Ensure high levels of H&S at all times in workshop
- Help to maintain machines/equipment and workshop(s), under instruction
- Commit fully to the learning opportunities available through completion of the MA/traineeship
- Check off and store accordingly KRSM orders as they are delivered (sheet metal, fixings etc)
- Assist with site visits/measures/surveys for sheet metal products
- Assist with clients / our driver re collecting and delivering of KRSM orders
- Assist with reviewing RAMS & procedures relevant to KRSM as required
- Stock taking of materials
- General maintenance of vehicles/plant and buildings
- Use of machinery (e.g sheet metal production equipment / forklifts) and making/accepting/offloading deliveries, storing & marking up with project codes
- Help in steel engineering division (welding and fabricating)
- Help on site with general duties inc. installing cladding, flashings and rainwater goods if required
- Support KR Bon PIR processing and orders as and when required

General Activities:

- Communicate with team, customers, suppliers and all external bodies in a clear, positive and professional manner
- Actively promote our products, services, values and messaging so customers buy into our brand
- Adhere to all company policies and procedures, adapting working practices when required to ensure maximum productivity and efficiencies
- Utilise our systems fully to ensure accurate input and reporting
- Demonstrate awareness and responsibility for the safety of self and others

- Attend, participate, capture and complete assigned actions in all relevant meetings
- Contribute to the general running and development of the business
- Keep workspace, documentation and filing organised and tidy
- Take pride in our facilities, ensuring they are kept safe, clean and tidy at all times
- Carry out any other duties deemed necessary for the business

THE KR WAY

Our purpose is to **RE-ENERGISE** the construction industry. To become a driving force in creating a more sustainable construction model and legacy for the next generation. To do that we need our teams to:

- Bring the energy, passion and positive attitude needed to drive change and results
- Align your priorities and decision making with company vision, values and goals
- Make time for innovation and collaborative creation of fresh ideas and initiatives
- Challenge the status quo. Identify areas where improvement is needed and assist in implementing the necessary changes
- Assure own competence by committing to ongoing training and personal development
- Be a champion for continual learning, sharing knowledge and supporting development of others
- Engage in company initiatives and attend at least 1 of our external sites, networking events, community projects or team events per quarter.

KR CREDENTIALS (Person Specification)

| | Essential | Desirable |
|--|-----------|-----------|
| Knowledge + Experience + Qualifications | | |
| Has proven work experience in a similar role | | X |
| Can demonstrate knowledge of construction industry (or willing to learn all about it) | | X |
| Has the relevant qualifications they can apply to this role (or is working towards them) | | X |
| Competencies + Skillset | | |
| Has the interpersonal skills to sustain effective relationships across our business both internally and externally | X | |
| Manages own workload, prioritising tasks and meeting deadlines aligned with company goals | | X |
| Able to act proactively and with limited direct supervision, while at the same time recognising when matters need to be referred to more senior member of team | | X |
| Develops own knowledge of the organisation, its context, and its services to fulfil objectives | X | |
| Competent in continual learning and utilisation of software and systems relevant to role | | X |
| Ability to process information and instruction and ensure effective implementation | X | |
| Presents self in an appropriate manner (according to the situation) | X | |
| Communicates in a clear, open and positive manner across all mediums | X | |
| Keeps team informed of progress on key tasks and objectives whilst ensuring that delegated tasks are completed on time | X | |

| | | |
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| Identifies and highlights potential obstacles in achieving tasks and objectives and proposes solutions where appropriate | | X |
| Develops new processes and practices to accommodate new objectives and technological developments | | X |
| KR Way | | |
| Brings the energy, passion and positive attitude needed to drive change and results | | X |
| All about innovation and collaborative creation of fresh ideas and initiatives | | X |
| Up for some positive disruption! Willing to challenge the status quo and look for a better way | | X |
| Aligns priorities and decision making with company vision, values and goals | | X |
| Champion for continual learning, sharing knowledge and supporting development of others | | X |
| Comfortable learning and utilising technology/systems to drive efficiencies and productivity | | X |

This job description has been designed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as an exhaustive or fully inclusive listing of all duties, responsibilities and qualifications required of employees assigned to the role. You may be asked to perform other duties and support across the business and other departments as required by management.

I have read, understand and agree to carry out the tasks within this job and person specification to the best of my ability

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|----------------------------|--|--------------------------------|--|
| Employee signature: | | Line Manager Signature: | |
| Employee name: | | Line Manager Name: | |
| Date Signed: | | Date Signed: | |