**Job Description**

**Car Dismantler Operative**

|  |
| --- |
| **Job Details** |

|  |  |  |
| --- | --- | --- |
| Reporting to: Car Spares Manager |  | Date: July 2018 |

|  |  |  |
| --- | --- | --- |
| Department: Car Spares |  | Location: Wokingham |

|  |
| --- |
| Responsible for: Car Dismantling duties |

|  |
| --- |
| **Job Summary** |

To provide an efficient car dismantling service for the A1 Group which includes ensuring the yard area is clean and tidy and in line with Company H&S requirements reporting directly to the Car Spares Manager. As a Car Dismantler your duties will include dismantling cars in the yard and ensuring the parts you remove are stored correctly in the marked areas and are easily identifiable and logged on our systems in order to be able to resell spares to the public or ready for dispatch to client – ensure the yard area is clean at all times and assist the Yard Operatives keep the area clean and organised.

|  |
| --- |
| **Key Responsibilities** |

* Loading and unloading vehicles by hand or with a forklift truck
* Dismantling cars when instructed to do so in a safe and controlled manner
* Sorting stock and transporting to storage areas by hand or fork lift
* Ensuring H&S procedures are followed at all times and wear appropriate PPE where necessary
* Using various hand tools to assist where necessary in the safe operation of their role
* Ensuring stock is clean and ready for client use
* Keeping work areas clean and tidy in line with company procedures
* Assisting customers where necessary and Acting as company ambassador when dealing with customers
* Any other reasonable task required by the company

|  |
| --- |
| **Key Skills** |

* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise
* Ability to work as part of a small team and with limited Supervision
* Good product knowledge upon completion of in-house training
* Performing support and maintenance duties in a workshop and yard environment
* Involved in lifting operations when required

|  |
| --- |
| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

|  |
| --- |
| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

|  |
| --- |
| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

|  |
| --- |
| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

|  |  |  |
| --- | --- | --- |
| Name: |  | Date: |

|  |
| --- |
| Signature: |

**Manager:**

|  |  |  |
| --- | --- | --- |
| Name: |  | Date: |

|  |
| --- |
| Signature: |