

POSITION DESCRIPTION

1. THE POSITION	
Position	TA Site Services Assistant (Night shift cover for month of TA)
Division	Stores
Position Summary <i>What is the purpose of this position?</i>	To provide support to the operation of the Stores Warehouse specifically in the lead up to and during the Turnaround 2021 and to carry out routine site services.
Organisational Structure <i>Describe the position in the organisation, including who the jobholder reports to and who reports to them</i>	<ul style="list-style-type: none"> This position reports directly to the Stores Coordinator
Key Accountabilities <i>What are the core accountabilities of this position</i>	<ul style="list-style-type: none"> Turnaround – Supporting the Maintenance team in preparing and supplying materials to DLNG guidelines Support the operation of the Stores facility including checking and recording goods inwards under the direction of the Stores Coordinator Carrying out routine tasks including the collection of waste, site housekeeping, collection and delivery of equipment etc. Assisting with stocktaking. Required to operate stores lifting equipment to DLNG's & HSSE policies, reporting responsibilities for allocated equipment checks. Assist to ensure all areas of the stores / workshop areas are kept safe, clean and tidy. Record duties and time on the Computerised Maintenance Management System (CMMS) Maximo Handle hazardous materials according to MSDS/CoSHH Undertake any other tasks commensurate with skills and experience
Change Authority <i>What can the jobholder actually change? What changes can they initiate?</i>	<ul style="list-style-type: none"> Every individual has a duty to both themselves and those around them to ensure that safe practices are adhered to at all times Makes contributions to improve the efficiency of the Warehouse system
Authority/ Influence over Resources <i>What authority or influence does the position holder have over people, money, budgets?</i>	<ul style="list-style-type: none"> Nil

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<p>Internal/ External Interaction <i>Who are the internal and external contacts that the position holder typically has to work with?</i></p>	<ul style="list-style-type: none"> • Internally interacts with all internal departments • Externally interacts as required to deliver work activities
2. PERSON SPECIFICATION	
<p>Experience Needed <i>Describe the unique experience that is required to be successful in this position</i></p>	<ul style="list-style-type: none"> • General Warehouse experience including inventory control of goods inwards / outwards, PMI Checks on material deliveries • Experience of working in a petrochemical environment (<i>desirable</i>) • Must hold a current and valid Forklift licence and experienced in operating Telehandler
<p>Knowledge, Skills , Attributes and Qualifications <i>Describe the minimum unique knowledge, skills and qualification required for the position</i></p>	<ul style="list-style-type: none"> • Knowledge of UK Health and Safety Legislation • Excellent interpersonal and communication skills • Commitment to team working and ability to work with others • Good level of numeracy and literacy • Basic computer knowledge • Able to work independently on own initiative • Judgement and decision making
<p>Special Features <i>What are the unique working conditions, travel requirements associated with the position?</i></p>	<ul style="list-style-type: none"> • Must have a current Driving Licence, including towing trailers • Must be physically fit and capable of working at heights • Additional hours to suit business requirements, including night shifts during TA (over period of 1 month)

As a DLNG employee you are required to comply with all DLNG policies and procedures.