

Job Description Form

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| Division: | Water Technology | | |
| Department: | Flow | | |
| Post Title: | Field Crew Operative | Grade: | |
| | | Salary Scale: | £ 17,576 |
| Line manager post holder is directly responsible to: | Field Manager | | |
| Staff for which post holder is directly responsible: | None. | | |
| Purpose of job : | <ul style="list-style-type: none">▪ To install company recording instruments at suitable site locations given by client via internal procedures▪ Retrieve data and conduct on site calibration procedures where applicable.▪ Ensure own safety and others in the crew▪ Comply with working instructions and all company procedures▪ Return data and conduct internal procedures | | |
| <p>This job description summarises the work content and nature of the post and its role in the organisation. It does not specify every aspect of the job in detail and broad headings covering only the primary responsibilities of the post have been used. It is to be understood that all the usual associated routines and duties are included and that the staff will work flexibly.</p> | | | |
| Duties and responsibilities: | <p>Perform various tasks to obtain the retrieval of accurate data from the field in accordance with company procedures, including:</p> <ul style="list-style-type: none">▪ Inspection of suitable monitoring locations▪ Installation of flow monitoring equipment at agreed locations▪ In-situ calibration of equipment in the field▪ Measure and survey clients assets as instructed▪ Assistance in the retrieval of data from the field▪ Maintenance of project paperwork▪ Maintenance of company procedure paperwork▪ Maintenance of company property▪ Following / adhering to all company safety procedures▪ Attend and participate in internal and external training courses▪ Work overtime and travel as required▪ Conduct special projects and tasks as required | | |

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Relationships

The post holder will be required to liaise with:

Crew Leader, Data Analysts, Operations, workshop and stores departments.

The post holder may be required to have contact with:

External clients.

Essential professional/technical skills/qualifications required before employment:

- No experience required, however, previous work within a similar environment an advantage
- Good level of education / qualifications
- Some I.T. skills required
- Driving licence essential

Desirable professional/technical skills/qualifications required before employment:

- Industry related experience would be advantageous

Essential personal attributes:

- Forward thinking, planning and organisational skills
- Ability to work within a team environment
- Must be presentable, dependable and able to communicate clearly
- Ability to work flexible hours that often entail overnight stays

Desirable personal attributes:

- Good common sense, manual dexterity and ability

Essential qualifications/training required for position:

- No experience required, however, previous work within a similar environment an advantage.

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| <p>Desirable qualifications/training required for position:</p> <ul style="list-style-type: none"> ▪ Map reading and navigational skills | | |
| <p>PHYSICAL CONDITIONS: (Tick where appropriate to indicate which aspects will be involved in the job)</p> | | |
| <p>Work is mainly conducted:</p> | | |
| <input type="checkbox"/> Indoors: | <input checked="" type="checkbox"/> Outdoors: | <input type="checkbox"/> Sitting: |
| <input checked="" type="checkbox"/> Standing: | <input checked="" type="checkbox"/> Walking: | <input type="checkbox"/> Office accommodation: |
| <p>The job will involve:</p> | | |
| <input type="checkbox"/> Climbing | <input type="checkbox"/> Working at heights | <input checked="" type="checkbox"/> Bending |
| <input checked="" type="checkbox"/> Carrying | <input checked="" type="checkbox"/> Work in confined spaces | <input type="checkbox"/> Stretching |
| <input checked="" type="checkbox"/> Driving | <input checked="" type="checkbox"/> Working underground | <input checked="" type="checkbox"/> Lifting |
| <p>The job may involve possible exposure to:</p> | | <input checked="" type="checkbox"/> None of the below |
| <input type="checkbox"/> Noise | <input type="checkbox"/> Radiation | <input type="checkbox"/> Vibration |
| <input type="checkbox"/> Heat | <input type="checkbox"/> Stress | <input type="checkbox"/> Chemicals |
| <input type="checkbox"/> Toxic gases | <input type="checkbox"/> Biological agents | <input type="checkbox"/> Particles/dust/fumes |
| <p>The following specialist equipment will be used on the job:</p> | | |
| <input checked="" type="checkbox"/> | Personal protective equipment (please specify) | Safety boots Other outer wear as appropriate to the position |
| <input checked="" type="checkbox"/> | Breathing apparatus (please specify) | As appropriate. |
| <p>The post is currently based at: The office may be relocated to other accommodation in the future.</p> | | Leeds |

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A “no smoking” policy operates throughout the working environment

Prospects – Promotion:

Opportunities for advancement within the Company do exist dependant upon the capabilities of the individual post holder.

Prospects – Training:

The Company encourages training both ‘In – House’ and externally to meet the needs of both the individual and of the Company.

Job description prepared/reviewed by:

Kieron Atkinson

Date August 2014

Job approved by:

Date

Management comments: