

## JOB DESCRIPTION

<b>Job Holder:</b>	<b>Materials Assistant</b>
<b>Reports to:</b>	Stores Team Leader
<b>Grade:</b>	Assistant Technician
<b>Location:</b>	Tyseley
<b>Safety Status:</b>	Non-Safety Critical

### **Job Purpose**

To support the safe and effective operation of the stores function at Tyseley. To ensure the timely and accurate receipt; issuing and stock control of material to support the Production function at Tyseley and other associated Fleet locations.

To perform cycle counts of stock as directed; help identify re-order requirements for stock and support stock takes. To return repairable or defected material back to the supplier with associated paperwork.

### **Key Accountabilities**

1. Work to the instructions of the Materials Manager, Materials Controller, Stores Team Leader or other Team Leader and under your own initiative in the effective running of Tyseley Stores, undertake any work as required subject to competence
2. Ensure that all appropriate procedures and work instructions are carried out in accordance with documented safety, quality, and environmental management systems.
3. Receipt incoming materials from suppliers and process associated documents in an accurate and timely manner
4. Ensure the correct storage and stock rotation of material
5. Complete PI and outside stock counts in a timely and accurate manner and highlight any stock discrepancies to the Stores Team Leader
6. Complete stock takes as required including financial and calendar year end
7. Quarantine damaged or rejected material and return to the supplier with appropriate paperwork
8. Recommend re-orders for stock
9. Always keep the stores and associated areas clean and tidy
10. Prepare and despatch repairable material back to suppliers with the appropriate paperwork, in a timely manner.

11. Ensure material is correctly and accurately booked out on Equinox
12. Assist other colleagues and work with CAF as required / directed
13. Undertake any other duties commensurate to the post to facilitate completion of required workload
14. Oversee the safe delivery of bulk oil and anti-freeze deliveries
15. Prepare despatches to outstations and other WMT locations as required
16. Accept future technological advancements specific to the duties and the responsibilities of the role after due consultation and consideration within the agreed procedures, recognising any productivity improvement and with relevant training being provided
17. The prime undertakings for the role of Material Assistant are stores related duties and these take precedent over assisting other areas of the business.
18. Support and play an active role in continuous improvement activities.

## **Knowledge and Experience**

### **Skills & Experience**

- Knowledge of Equinox pertaining to the stores function
- Knowledge of the Stores and Depot procedures relating to Equinox, materials handling and storage
- Basic engineering or electrical background
- Knowledge of COSHH safety related procedures and instructions.
- Knowledge of manual handling (theory & practice)
- Knowledge of applicable Safety Management Systems
- Ability to work on own initiative and as part of a team
- Good interpersonal skills
- Good numerical and analytical skills; attention to detail and accuracy is essential
- Able to prioritise workloads to effectively support the stores function

### **Qualifications and Training**

- Forklift/reach trucks and associated stores equipment
- Lifting and slinging trained
- Manual handling
- CoSHH
- Materials processes

## Context

### **A. Operating Environment:**

The Materials Technician shall work as part of the materials function. Based primarily at Tyseley Depot and working predominately in the stores area.

### **B. Framework and Boundaries:**

The role always requires compliance with WMTs policies and procedures, under guidance from local management.

## Relationships

### **C. Reporting lines**

This role reports to the Stores Team Leader.

### **D. Other Contacts:**

Predominantly with production colleagues, but also with other colleagues from across the business.

### **E. Outside the Company:**

Liaison with external organisations e.g. Suppliers, auditors, and couriers

## **Job Challenge(s):**

- The job holder will need to be well organised and motivated to support the stores function
- The role involves working to daily, weekly and periodic deadlines and requires excellent attention to detail

**Sign off**

**Job Holder:**..... **Date:**.....

**Manager:**..... **Date:**.....

## Safety & Environmental Safety Responsibility Statement

It is the line manager's responsibility to ensure that the post holder is fully briefed and responsibilities are clearly understood by the post holder.

This statement must be amended and accepted:

1. Wherever responsibilities are changed;
2. In response to an accident or incident;
3. In response to external changes to Health and Safety and Environmental Legislation; *and/or*
4. Following annual review.

### General Responsibilities

Overarching Safety and Environmental Responsibilities are as follows:

1. You must take reasonable care for your own health and safety and of persons who may be affected by your acts or omissions at work;
2. You must co-operate on matters regarding safety and health;
3. You must not interfere with anything provided in the interest of health and safety – for example override safety features of equipment;
4. You must follow the training you have received when using any work items your employer has given you;
5. Tell someone (your employer, supervisor or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk;
6. You must support the business in achieving its objectives laid out in its latest Environment & Energy Policy.

Further Safety and Responsibilities that apply to all West Midlands Trains employees are set out below, in sections which correspond with the West Midlands Trains Safety Management system.

You must take reasonable care for your own health and safety, and of persons who may be affected by your acts or omissions at work.

#### 1. Policy, Leadership and Resourcing

- a. You must understand and comply with the Refusal to work on the grounds of health and safety policy.
- b. You are responsible for attending the following safety and / or environmental related meetings:  
E.g. Sustainability Action Group, SEMG  
List meetings here  
 None apply
- c. You must comply with the West Midland Trains policy on the use of mobile phones when driving on company business.

#### 2. Employee training

- a. You must attend the necessary safety and/or environment training courses within 3 months of appointment (or as soon as practicable thereafter).

#### 3. Planned Inspections

- a. You must comply with the procedures which exist to remedy substandard acts and conditions found in the workplace.

#### 4. Accident and incident investigation

- a. You must ensure that all personal accidents and near misses are reported to your supervisor or Control as detailed on the health and safety notice board.

- b. You must ensure that all personal accidents are reported and investigated as detailed in the Accident/Incident Reporting and Investigation standard.

#### **5. Emergency planning and Security**

- a. When working at static locations you must ensure that you understand the local emergency plan at each location at which you are required to work. Local emergency plans are detailed on safety notice boards.
- b. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the Occupational Standards Manual.

#### **6. Rules Competencies, Permits and Licences**

- a. You will receive an assessment of competence in the rules, regulations and instructions which apply to your post. The initial and subsequent assessments will be given by qualified trainers/assessors. Competence processes will lead to certification. You must ensure that you maintain your own competence in rules, regulations and instructions for the post that you hold.
- b. You must be in possession of the necessary publications, as detailed by your manager or supervisor before you take up your post.
- c. You may be required to drive motor vehicles owned, hired, or leased by West Midland Trains. You must not do so unless in possession of a valid license appropriate to the vehicle being driven. You must be insured to use that vehicle and fully comply with the Authority to Drive procedures, carrying the appropriate authority card.

#### **7. Communications**

- a. You must ensure that you attend regular briefings which cover safety and environmental issues.
- b. You must attend any local job induction training session on your first day at a new location.

#### **8. Auditing and safety Check**

- a. You must ensure that substandard conditions found by you in workplaces are reported to the appropriate line manager or Control without delay.
- b. You must ensure that any practices undertaken that do not align to current policies or standards are reported to your Line Manager or Control without delay.

#### **9. Promotion of Environment & Safety Issues**

- a. You must ensure that you are aware of the location and are familiar with the contents of the safety and environment notice board.

#### **10. Health Controls**

- a. You must understand and comply with the alcohol and drugs policy as detailed in OCC-205 Alcohol and Drugs and other policy documents.
- b. You must understand and comply with the standard for Control Of Substances Hazardous to Health (COSHH).
- c. You must understand and comply with the standard for Control of Asbestos.
- d. You must understand and comply with company standards for management of cases of occupational ill health.
- e. You must understand and comply with the standard for Staff Care and Support System (SCASS).

#### **11. Personal Protective Equipment (PPE)**

- a. You are responsible for wearing the required PPE as directed by the local manager or supervisor when visiting locations where it is required.
- b. You will be issued with PPE on a personal basis.

**12. Purchasing, Procurement and Management of Contractors**

- a. You must understand and comply with the company standards for purchasing, procurement and stores provision as produced by the Head of Procurement.
- b. You must understand and comply with the company standard for managing contractors.

**13. Environment**

- a. Where your role has an impact on the Environment you must ensure that you are familiar with the contents of all relevant Environmental standards, including but not limited to the Environmental & Energy Management System Manual.

**Specific Responsibilities**

Your specific safety and environmental responsibilities are set out below, in sections which correspond with the safety management system.

**Safety Responsibility Statement Acceptance**

I acknowledge the receipt of the job description and statement of the safety and environment responsibilities associated with my post. I understand these responsibilities, which have been explained to me. Training needs have been identified and agreed.

Signed:		Job title:	
Name:		Location:	
Date:			

**Review**

This statement will be reviewed annually.

Date Due:                      Date Reviewed:                      Post Holder Signature:                      Line Manager Signature:

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