



## NON-MANAGEMENT JOB DESCRIPTION

<b>JOB TITLE:</b>	LABOURER/FORKLIFT OPERATOR	<b>LOCATION:</b>	PROVIDENCE																																				
<b>REPORTS TO:</b>	TERMINAL SUPERVISOR	<b>JOB CODE:</b>	01-02-30-07																																				
<b>DIVISION:</b>	-	<b>GRADE:</b>	01																																				
<b>DEPARTMENT:</b>	INVENTORY & PROCUREMENT	<b>SECTION:</b>	INVENTORY																																				
<b>SUMMARY STATEMENT</b>	Responsible for loading and unloading materials and equipment, opening crates, stacking and unstacking equipment and preparing material, equipment for further processing as necessary.																																						
<b>D U T I E S  R E Q U I R E D</b>	<b>DESCRIPTION OF DUTIES</b>																																						
	<b>STACKS</b> pallets for storage or transportation and <b>ASSISTS</b> in routine cleaning and maintenance of plant and equipment.																																						
	<b>CONNECTS</b> and <b>DISCONNECTS</b> cargo and bunkering hoses to and from vessels for loading and <b>O</b> discharging petroleum products.																																						
	<b>SECURES</b> and <b>REMOVES</b> butterfly handles and blank caps on pipelines.																																						
	<b>STORES</b> hoses, fittings, tools and equipment after use.																																						
	<b>CLEANS</b> up spills or leaks on docks using dispersants.																																						
	<b>CONVEYS</b> specified goods and materials to vehicles for loading and <b>SECURES</b> load.																																						
	<b>CONVEYS</b> goods to storage area via hand truck.																																						
	<b>LOADS, UNLOADS, MOVES, STACKS</b> materials using a forklift, clamp truck, or other power equipment.																																						
	<b>USES</b> radio frequency equipment for picking, receiving, putaway, and load functions, as required.																																						
<b>MAINTAINS</b> the facility's equipment and materials in a neat, clean, and orderly fashion.																																							
<b>INSPECTS</b> and <b>PERFORMS</b> minor maintenance on the forklift or other equipment.																																							
<b>OPERATES</b> all equipment in a safe and efficient manner following prescribed work methods.																																							
<b>The above responsibility statements identify specific duties necessary to attain GuyOil's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.</b>																																							
<b>WORK FIELD DATA</b>	<b>WORK FIELD:</b> <b>WORK REQUIREMENTS:</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><b><u>MACHINES</u></b></td> <td style="width: 25%;"><b><u>TOOLS</u></b></td> <td style="width: 25%;"><b><u>WORK AIDS</u></b></td> <td style="width: 25%;"><b><u>EQUIPMENT</u></b></td> </tr> <tr> <td>Forklift</td> <td>Wrench</td> <td>Helmet</td> <td>Water spraying equipment</td> </tr> <tr> <td>Drills</td> <td>Chisel</td> <td>Gloves</td> <td>Hand Truck</td> </tr> <tr> <td>Grinders</td> <td>Chain Mount</td> <td>Long Boots</td> <td>Radio frequency equipment</td> </tr> <tr> <td>Pressure washer</td> <td>Spanner</td> <td>Overalls</td> <td></td> </tr> <tr> <td>Clamp Truck</td> <td>Hammer</td> <td>Safety shoes</td> <td></td> </tr> <tr> <td></td> <td>Blowtorches</td> <td>Markers</td> <td></td> </tr> <tr> <td></td> <td>Saws</td> <td>Hoses</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Dispersants</td> <td></td> </tr> </table>			<b><u>MACHINES</u></b>	<b><u>TOOLS</u></b>	<b><u>WORK AIDS</u></b>	<b><u>EQUIPMENT</u></b>	Forklift	Wrench	Helmet	Water spraying equipment	Drills	Chisel	Gloves	Hand Truck	Grinders	Chain Mount	Long Boots	Radio frequency equipment	Pressure washer	Spanner	Overalls		Clamp Truck	Hammer	Safety shoes			Blowtorches	Markers			Saws	Hoses				Dispersants	
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<p style="text-align: center;">D U T I E S  R E Q U I R E D</p>	<p style="text-align: center;">J O B  R E S P O N S I B I L I T I E S</p> <p><b>DESCRIPTION OF DUTIES Cont'd:</b></p> <p><b>KEEPS</b> appropriate records and reports to guarantee that tight inventory control and security are maintained. <b>ASSISTS</b> in physical inventories. <b>ENSURES</b> proper stock rotation.</p>
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**QUALIFICATIONS PROFILE**

<b>FACTORS</b>		<b>SUBSTANTIATING DATA</b>	<b>DEGREES</b>	<b>POINTS</b>
<b>1</b>	<b>EDUCATION</b>	Post Primary/Community High School up to Form 3. Ability to read simple instructions, names and labels. Ability to operate medium weight machinery.	<b>6</b>	<b>15</b>
<b>2</b>	<b>EXPERIENCE/JOB KNOWLEDGE</b>	Unskilled support workers performing routine work requiring little or no previous experience but perhaps drawing on skills acquired in an informed manner until becoming familiar with work requirements.	<b>6</b>	<b>15</b>
<b>3</b>	<b>SUPERVISION</b>	Responsible for work assignments which are controlled through the structured nature of the work. Work procedures are determined and interpreted by the Supervisor.	<b>5</b>	<b>11</b>
<b>4</b>	<b>RESPONSIBILITY FOR MATERIALS, CASH, ETC</b>	Responsible for loading and unloading materials and equipment, opening crates, stacking and unstacking equipment and preparing material, equipment for further processing as necessary. Attends to routine details in normal course of duty.	<b>3</b>	<b>25</b>
<b>5</b>	<b>COMPLIANCE</b>	Simple routine tasks are carried out in strict adherence. Deviations must be authorised by the Supervisor. Procedures for doing the work are established.	<b>4</b>	<b>15</b>
<b>6</b>	<b>QUALITY OF WORK</b>	Responsible for cleaning work area and equipment. Carries out repetitive instructions as required.	<b>4</b>	<b>15</b>
<b>7</b>	<b>ANALYTICAL SKILL</b>	Perform simple and routine task requiring the use of hand tools to engage in the extraction of material.	<b>5</b>	<b>9</b>
<b>8</b>	<b>TECHNICAL/ PROFESSIONAL</b>	The employee works in strict adherence to instructions; deviations must be authorised by Supervisor.	<b>4</b>	<b>13</b>
<b>9</b>	<b>INTERPERSONAL SKILL</b>	Contacts of little importance, few in number apart from members of the Incumbent's own Department.	<b>5</b>	<b>9</b>
<b>10</b>	<b>MENTAL AND VISUAL DEMANDS</b>	Average mental and visual demands where the flow of work is steady and the procedure requires the sequential completion of tasks. Errors are normally corrected in succeeding steps.	<b>4</b>	<b>11</b>
<b>11</b>	<b>WORKING ENVIRONMENT</b>	Manipulates levers and manoeuvres vehicle to position lifting platform under load, lift and tilt load and transport it to designated area. Unloads and stacks materials at desired locations by manipulating levers to raise or lower load as necessary.	<b>1</b>	<b>90</b>
<b>LICENCES:</b>			<b>TOTAL:</b>	<b>228</b>
<b>SIGNATURES:</b>				
<b>PREPARED BY: S.V. JONES ASSOCIATES</b>		<b>DATE:</b>		
<b>REVIEWED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____		
<b>APPROVED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____		
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