

**Bricesco Limited**  
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## Job Description

**Title:** General Hand

**Dept:** Staff

**Reports to:** Line Manager

### Position Summary:

The primary responsibility of the General Hand is to assist the Works Supervisor by keeping the shop floor tidy and to assist the Fabricators & Welders with the preparation of Materials.

### Essential Functions:

- Goods Inwards verification of purchased product
- Place product in Goods Inwards holding area.
- Verify correct part on Delivery Note! Mark product with P/O / Job number
- Verify Quantity Delivered- record quantity on delivery note
- Ensure no obvious damage present
- If material test certificate is missing place 'Hold note on product'
- Inform works Supervisor of any discrepancy
- Moving Material with the Crane or Fork Truck
- Other Duties Cleaning/Tidying Up, painting, Sawing, Drilling, Punching, Shearing, Bending, Grinding, Fitting, Factory Maintenance, Stores Control, Stock, Control, Polishing, Ad-hoc Duties

### Knowledge/Skills/Expertise:

- Ability and willingness to follow directions as well as the ability to work independently.
- Good verbal communication skills.
- Full and clean Driving Licence

### Environmental Conditions:

- Humidity level may be elevated during summer months
- Exposure to certain contaminants, at times.
- Exposure to loud noise levels, at times.

### Physical Demands:

- This position requires continual use of your hands, considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping and handling materials.



- Climbing on ladders for access, working on scaffolds to assemble structures or working in confined spaces, may be required at times.
- The use of safety equipment such as safety glasses, steel toed shoes, gloves, helmets and hearing protection is utilized daily.
- Must be able to lift and manoeuvre 22kgs without physical restrictions.
- This is a 40 hour per week job with occasional mandatory overtime.
- Occasional work in confined spaces

**Required Certification:**

- Fork Lift Truck Licence ( Preferred )
- PASMA ( Preferred )
- Any other certificates to show qualification and an understanding of the manufacturing and installation trade.