



**DEMERARA HARBOUR BRIDGE CORPORATION
NON-MANAGEMENT JOB DESCRIPTION**

JOB TITLE:	ASSISTANT PLANT OPERATOR	LOCATION:	ASPHALT PLANT
REPORTS TO:	PRODUCTION FOREMAN	GRADE:	
DEPARTMENT:	PLANT OPERATIONS	SECTION:	-
SUMMARY STATEMENT	Responsible for assisting the Plant Operator in operating the Asphalt Plant to produce hot mix asphalt based on the mix designs used in the construction, roadways and maintenance of roadways.		
DUTIES TO BE PERFORMED	DESCRIPTION OF DUTIES:		
	ASSISTS with upkeep of the plant documentation and supports the Plant Operator in his daily functions.		
	MAINTAINS Asphalt Plant operations to ensure timely production of quality hot mix asphalt.		
	CONTROLS and regulates the flow of material maintaining the speed of the system to ensure the plant is operating at the right temperature.		
	PERFORMS daily checks of equipment functionality of the Plant and monitor to ensure planned production is achieved.		
	ASSISTS with the servicing of the components of the Asphalt Plant which includes changing of belts, greasing bearings etc., and maintains cleanliness of the plant.		
	MAINTAINING record of production which include job mix formula, temperature, and constituent material.		
	MAINTAINS logbook of pre and post maintenance inspections.		
	ASSISTS to verify specific asphalt mix ratio and entering of the correct mix design into the computer and monitors gauges to ensure conformance to the process specification.		
	COMMUNICATES and receive directions from Plant Operator to direct, drivers and loader operator via radio or telephone.		
ASSISTS with monitoring of raw materials (Diesel, Aggregates, etc.) to ensure efficient production.			
ADHERES to company policies and health and safety regulations.			
The above responsibility statements identify specific duties necessary to attain DHBC's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.			

QUALIFICATIONS PROFILE

JOB TITLE: Assistant Plant Operator		
FACTORS		SUBSTANTIATING DATA
1	EDUCATION	Technical certification in Civil or Mechanical Engineering obtained at the Government Technical Institute or similar institution. A Secondary background in the field of science. Knowledge of the Asphalt Industry will be an asset.
2	EXPERIENCE/Job KNOWLEDGE	Computer Literacy and Knowledge of machinery to ensure conformance to processing specification. Demonstrated ability to perform a wide range of assignments and resolve a wide range of problems.
3	TECHNICAL/ PROFESSIONAL	Ensures that the Plant is in proper working order and all systems are working correctly.
4	PROBLEM SOLVING /DECISION MAKING	Narrow range of activities confined within Department/Section. Tasks and problems tend to be closely related to one another in terms of the skills used. Highly repetitive work where the same task or group of tasks has to be performed continuously.
5	INTERPERSONAL	The interpersonal contacts are with employees within the Plant or delivery sites through hand or audio signals to operate the machines safely. Reports to Plant operator(Snr)Foreman of any malfunctions.
6	RESPONSIBILITY FOR MATERIALS, ETC	Responsible for the safe operation and maintenance of plant during operations and completion of documentation as per requirement
7	PROCEDURES/ REGULATIONS/ COMPLIANCE	Aide in completeting daily start up checks and logging of information accordingly. Highlight and communicate defects observed immediately. Operate, monitor and adjust Plant settings as per need to produce requested quantity of Asphalt as per Mix Design as instructed by Plant Foreman. Monitor and Operate Asphalt Plant to ensure minimum Fugitive Dust during Production with NO Fuel and Bitumen spill.
8	TEAMWORK	The Team identifies its functions; acknowledges defined objectives, priorities, and deadlines; and collaborates with others in resolving perceivable and unprecedented challenges.
9	WORKING ENVIRONMENT/ SAFETY OF OTHERS	The employee will conduct duties from the control cabin and is exposed to outside work environment with exposure periodically to adverse weather conditions. Constant physical effort including standing is required during regular work shift. Maintains constant alertness to the multiple concurrent activities of the asphalt Plant production site including the activities of other employees, the operation of stationary equipment and the movement of mobile equipment. Safe work practices are required. The employee is exposed to high level of noise, grease and dust. Safety Equipment will be provided. Some projects may require night, weekend, and holiday work and overtime.