



TBS ENGINEERING LTD
Hurricane Road, Gloucester Business Park,
Brockworth, Gloucester. GL3 4AQ

Job Description

Position: General Assistant – Machine Shop

Responsible to: Machine Shop Manager

Responsibilities:

Cutting Materials and cleaning Machine Shop area

Job Description:

- Sweep and clean Machine floor each morning.
- Empty waste and swarf bins on a daily basis.
- Wipe down and clean exterior machines each day.
- Change and replenish machine coolant.
- Cut and deburr material.
- Forklift truck driving duties when required (training may be given once introductory period complete).
- General driving duties when required.
- Compliance with all health and safety policies and procedures to ensure a safe working environment for all staff.
- To identify opportunities for process, productivity and quality improvements by highlighting issues to management.
- To adhere to and always apply all workplace management and rules consistently.
- To actively participate in improvement projects as required.
- Embrace the values of TBS Engineering & Berkshire Hathaway and live these by example, consistent with corporate policies/procedures and legal obligations, both in the UK and overseas.
- Ensure that all Company policies and procedures are adhered to within operations area including Berkshire Hathaway's ethical policies.

You may also be required to undertake additional tasks or duties from time to time and which are reasonably within your capabilities.

Person Specification:

- Full clean driving licence.
- Forklift Licence advantageous (training may be given once introductory period complete).
- Good organisational abilities and can work with minimum supervision.
- Self-motivated and enthusiastic.
- Good communication skills, dealing with other employees and external clients at all levels.
- Good team player.
- Effective problem-solving capabilities.
- Ability to work to tight deadlines.