JOB DESCRIPTION

Position: HET Operator (HETO)

Location: Civilian duties UK and Germany, SR Duties Worldwide.

JOB PURPOSE

To operate and drive the HET and 3rd Party Client civilian vehicles to a high level of professionalism, adhering to all relevant legislation, regulations and company policies and procedures. To provide necessary mentoring of Operators

To undertake HET Operator duties complying with UK & EU regulations and company policies and procedures to maintain currency

To be a Reserve Forces Sponsored Reservist. (SR)

LINE MANAGEMENT

For Individual management and progression your reporting line is the Tasking & Manning Manager.

For Company instructed tasks your reporting lines are:
HET duties the Tasking Execution Manager/Tasking Supervisor
3rd party activities the Recruitment and 3rd Party Tasking Manager.

This position is not responsible for the individual management and progression of any direct reports.

As an SR you will be affiliated to 19 Tank Transporter Squadron

SUCCESSION

This position requires no short term successor

SUCCESSOR

This position will cover the short term succession of the following position(s):
Depot Assistant

MAIN DUTIES AND RESPONSIBILITIES

The Company has a responsibility to promote a safe place of work, you have the final level of responsibility for ensuring safe and healthy working conditions are maintained for all. You are expected to:

Health, Safety & Environment

- Implement the Company Safety Management plan
- Be responsible for Health, Safety and Environment at all of the FTX facilities you attend
- Ensure that Health & Safety standards, including the wearing of PPE, are met at all times
- Carry out HSE checks as directed
- Follow the Company Zero Harm and Courage to Care ethos
- Conduct Courage to Care discussions and report
- Follow safe systems of work.
- Be familiar and comply with all relevant Risk assessments
- Be familiar and comply with applicable COSHH assessments

- Comply with the Health and Safety at Work Act 1974, the Environmental Protection Act 1990, other supporting UK and EU Health, Safety and Environmental Legislation, Regulations and Codes of Practice.

Quality & Compliance

- Work within the requirements of the Company Quality Plan
- Raise non compliances and report them to the Compliance Manager
- Follow approved Company Operating Procedures (COP's)
- Participate in total quality and continuous improvement programmes and Audits.
- Assist in preventing, identifying and resolving quality problems.
- Carry out Quality Audits as directed and report findings within the required timeframes

Specific Role Duties

- Comply and follow all Task instructions in accordance with COP's
- Execute the HET administrative tasks in accordance with COP's ensuring they are conducted in accordance with the Task instruction issued
- Loading and securing loads
- Complete Company & Legislative vehicle and driver record sheets
- Conduct pre and after use checks of HET and advise Task Execution Manager of deficiencies.
- Adhere to previously authorised and advised routes
- Carry out routine driver maintenance tasks on HET
- Carry out tyre cutting duties as required
- Assist in the preparation of HET vehicles for task/exercise and operations
- Movement of Support vehicles to and from service/repair organisations
- Pressure washing
- Comply with 3rd party Client procedures
- Complete Client records / paperwork as advised.
- Carry out Operator Mentoring duties as required

Succession Specific Role Duties

Depot Assistant

- Liaise with HET operators reporting for tasking
- Management and control of CES
- Control and management of the overalls – ensuring overalls are cleaned/replaced by contractor
- Manage the safe control of temporary waste locations
- Transportation of spare parts & equipment as required
- Advise Task Execution Manager/Workshop & Engineering Manager on any issues
- Regular internal mail\stores runs between the Depot and Wing House
- Report and manage faults in Buildings 20 & 23 through liaison with both QM 19 Sqn RLC and Aspire

Management Information Systems

- Manage and maintain documentation and records to comply with COP's in a timely manner

General Duties

- Carry out Vehicle Safety checks in accordance with COP's
- Undertake any reasonable task required of you

Position: Sponsored Reserve (SR)

Location: SR Duties Worldwide. Affiliated to 19 Tank Transporter Squadron RLC.

Reports to: Military chain of command.

Description: Undertake military duties on training, exercises and operations.

Responsibilities

- Maintain SR Status
- Comply with Military Law and Regulations
- Attend all compulsory training for a minimum of 35 days per annum, including weekend and unsocial hours
- Pass annual individual training directives.(Military Annual Training Tests (MATTs))
- Maintain fitness and issued equipment in order to carry out duties effectively.
- Work under the command & control of the Military chain of command
- Respond to-call up and deploy on operations where necessary.
- Undertake other Military Tasks

HET Operator Specification

ESSENTIAL	DESIRABLE
A professional driver with a strong sense of Company and team loyalty.	
Must be trustworthy and responsible.	
Must be able to work alone and as part of a team	
Be aged 21 –52	
Hold a British passport	
Hold a valid UK driving licence with a full Category C+E	**Commercial driving experience**
Have no more than 6 penalty points on their driving licence	**Clean Driving Licence**
Eligible to join the Reserve Forces Army; to be willing to become and remain a Sponsored Reserve (SR) and uphold your SR commitments. **This includes Medical and Fitness criteria. Details can be found using the following link:** **https://apply.army.mod.uk/how-to-join/can-i-jon**	**Previous or existing Military experience, including Reserve Forces**
Willing and able to travel widely and work away from home.	