



JOB TITLE: Shift Supervisor

LOCATION: Brandon

REPORTS TO: Site Manager

RESPONSIBLE FOR: Day to day safe running of the Brandon plant

INTERACTS WITH: O.C.O staff at all levels, suppliers and contractors

HOURS OF WORK: 40 hrs per week, 8 ½ hour shifts with ½ hour unpaid break over 2 shifts with potential 24/7 operating hours

DATE OF ISSUE: 9th June 2023

JOB PURPOSE

Reporting to the Site Manager and Assistant Site Manager, the jobholder is responsible for leading a small production team including a Team Leader, QCSO, Loading Shovel Operator and Site Operatives and appropriate contractors and suppliers, to deliver the safe and efficient operation of the aggregate manufacturing plant. Often being the most senior person on site, the role is to ensure your team comply with all legal and operational requirements as detailed within the manuals, systems and permits, whilst achieving the production volume and quality targets.

Activities include carrying out daily, weekly and monthly checks as detailed in the site operating, supervising cleaning and maintenance procedures. To plan and manage your team efficiently to ensure continuous operation, with proactive identification potential breakdowns of the plant and equipment. Undertake repairs with the Maintenance Engineers and liaise with other Shift Supervisors.

KEY DUTIES

To Supervise the health, safety and welfare of all employees, contractors and visitors whilst they are on site and primarily within the production buildings and associated areas.

The ability to plan and schedule the operations in a production environment, delivering the plan and making adjustments and decisions whilst under pressure.

The ability to promote a high level of motivation and morale to lead a team, ensuring that the plant is operated in a safe and legal manner in full compliance with the relevant Manuals and Permits within the quality system.

To take full responsibility of the shift and overnight for the whole site.

To plan and manage your team in day-to-day operation matters and assisting the managers to ensure that any shift issues are dealt with and reported at the earliest opportunity.

Ensure that all required daily, weekly, and monthly checks are completed and recorded as specified in the manufacturer's handbooks / site manuals or procedures.

Lead by example and take a pro-active approach to establish and maintain a high level of awareness within the site for Health, Safety, Welfare, Quality and Security matters, whilst developing and promoting your team's ideas for continuous improvement.



ISO 9001
ISO 14001
OHSAS 18001

Certificate Number 11259

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To ensure the site and environment are maintained in a clean and tidy condition.
Train and coach your team with the help of the Site Manager and Senior Supervisor
Carry out any other duty required by the Management Team

ESSENTIAL SKILLS / EXPERIENCE

At least 5 years' supervisory experience within a production industry
Strong team worker with ability to lead and motivate in a physically demanding environment
Confident and diplomatic communicator, both written and verbal, demonstrating attention to detail, with excellent computer and administrative skills
Willingness to be innovative, work under their own initiative, with strong organisational skills, being able to plan, prioritise and organise various tasks at the same time.
Sound judgement skills with a rational approach to leading a team, and delivering the best customer service, both internally and externally
Ability to identify areas for improvement and implement system changes to the manufacturing process within a growing business
Hands on approach to train and develop your team across a range of activities including confined space working, mobile plant operation, maintenance and cleaning and operation of the production process
Be able to demonstrate their competency in these areas - Safety, Health and Environmental
Must have a flexible approach to work and be contactable out of hours.

DESIRABLE SKILLS / EXPERIENCE

Experience within a company at Managerial level and be able to demonstrate motivational Leadership, with the ability to train and develop individual team members.
Experience of plant and heavy machinery operations and maintenance within a demanding production environment, ideally within the concrete/aggregate products production industry.
Holder of appropriate Mobile Plant Operating licenses i.e., loading shovel, FLT.
Knowledge of a waste environment.
Ability to change systems and processes within a growing business and adapting schedules and routines as experience is gained in areas such as plant reliability.
IOSH Managing Safely Qualification, or similar.
Training/Coaching experience.