

JOB TITLE: Shift Supervisor

LOCATION: Avonmouth

REPORTS TO: Assistant Site Manager

RESPONSIBLE FOR: Day to day safe running of the Avonmouth 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 potential 24/7 operating hours

DATE OF ISSUE: 12th September 2019



JOB PURPOSE

Reporting to the Assistant Site Manager, the jobholder is responsible for leading a small production team including a Maintenance Engineer, Quality Control Supervisor engineer and appropriate contractors and suppliers, to deliver the safe and efficient operation of the O.C.O 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 O.C.O site and environs are maintained in a clean and tidy condition.
Train and coach your team with the help of the Assistant Site Manager
Carry out any other duty required by the Leadership Team

ESSENTIAL SKILLS / EXPERIENCE

At least 3 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
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

DESIRABLE SKILLS / EXPERIENCE

Ability to offer ideas and thoughts for discussion to promote the development of the business
Holder of an IOSH qualification
Hold appropriate mobile plant operating certificates, ideally with the ability to train others
Experience within an aggregates, concrete or waste environment
Knowledge of waste or environmental legislation
First Aider, Fire Training, Manual Handling and other appropriate qualification supervisory or management qualification