



**JOB TITLE: Site Manager**

**LOCATION: Avonmouth**

**REPORTS TO: Managing Director**

**RESPONSIBLE FOR: Avonmouth Aggregate Manufacturing Site**

**INTERACTS WITH: O.C.O Senior Leadership Team and Board of Directors, production staff, contractors, customers, suppliers and the general public**

**HOURS OF WORK: Flexible within the potential 24/5 operating hours of the site but primarily 40 hours per week from 9am to 6pm, Monday to Friday with an hour's break**

**DATE OF ISSUE: February 2020**

## JOB PURPOSE

A hands on-role, working closely with the Assistant Manager, Supervisors, Maintenance Engineers, Quality Control Technician, Team Leaders and Site Operatives.

As the most senior employee at the location, the job holder will support the Board of Directors by operating a safe and efficient site, optimising the production quality and capacity of the plant.

With a head count of around 24 (FTE) staff, the job holder will develop a consistent and efficient team of well-trained, multi-functional and capable individuals. The provision of maintenance and support services, including troubleshooting any problems that arise are key components of the role, with the goal of increasing the reliability and efficiency of the Avonmouth facility.

By developing a detailed understanding of the facility, the job holder will establish, review and continuously improve systems, to ensure they work properly and that they comply with Health, Safety, Environment and Quality regulations. It is expected that the job holder will analyse the operational processes alongside cost/benefit ratios and, when identified, propose and implement improvements.

The job holder will be required to maximise two production lines over a 6-day week, delivering a reliable and consistent production capacity, approaching 60,000 tonnes of APCr per year, manufacturing in excess of 150,000 tonnes of valuable aggregate, meeting or exceeding the prescribed quality standard.

Reporting to the Managing Director, the jobholder is responsible for the safe and efficient operation of the Aggregate Manufacturing Site, including budgetary control, employee structure, shift systems and HR management for site employees, whilst continually improving Quality, Environment and Safety processes, in accordance with the accredited management systems. By developing relationships and communicating at a range of levels with appropriate individuals and organisations, the job holder will meticulously plan and adjust to ensure best value, transport and co-ordination of inward materials such as sand and APCr, and outward Aggregate sales, to facilitate our production capabilities and plant operations with the changing needs of our multiple and growing suppliers and customers.



Certificate Number 11259

ISO 9001  
ISO 14001  
OHSAS 18001

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## KEY DUTIES

To ensure (by appropriate supervision between 06:00 and 22:00 Mon to Fri and a shift on some Saturdays), the health, safety and welfare of employees, contractors and visitors whilst they are within the site buildings or associated areas, ensuring that the site is operated in a safe and legal manner in full compliance with Statutory Requirements, Permits and the Company Management System.

Ensure regular meetings take place with employees to encourage feedback and to share new ideas in a consistent way, developing the company assets (both people and plant) to continually improve performance.

Ensuring a high level of motivation and morale is maintained and individual potential is encouraged and developed, setting challenging targets without detriment to product quality.

Hands-on guidance and leadership, to assist the teams with both preventative and reactive maintenance requirements associated with the plant and equipment, including review and development of further maintenance plans, by determining the most effective strategies for each element of the facility.

Flexible to cover staff shortages and call outs to deal with facility and operational problems, including internal and external customers and remaining contactable out of hours.

To assist in setting and delivering the (agreed) budget including, process/production volumes, and all site operational costs, whilst fully embracing the Management Systems, alongside cost-benefit analysis of plant modifications to improve reliability, efficiency, productivity and capability.

Responsibility for site staff structure, recruitment and disciplinary issues, taking advice when and where appropriate and recommending change where appropriate with supporting evidence and cost/benefit analysis.

Meticulous planning, contingency planning and attention to detail, in particular related to vehicle movements, storage capacity, and throughput of key products and materials.

Maintain and develop Site procedures within the Management System, including responsibility for ensuring the continued accreditation of the system to the relevant external standard, and ensuring that all policies and procedures are developed, complied with and applied in a fair and consistent way.

To ensure the site is maintained in a clean and tidy condition.

Liaison with the Environment Agency, local authorities and local community in a professional manner to ensure the best interests and reputation of the business are preserved and enhanced.

## ESSENTIAL SKILLS / EXPERIENCE

Certification to IOSH/NEBOSH or equivalent standard with a minimum 7 years' experience in managing health and safety in a production environment.

Considerable, successful experience within a senior managerial role as a motivational leader, 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 aggregates or concrete products production industry.

Ability to change systems and processes within a growing business and adapt schedules and routines as experience is gained in areas such as plant reliability.

Willingness to be innovative, work under own initiative, with strong organisational skills, being able to plan, prioritise and organise various tasks at the same time.

Must have a flexible approach to work and be contactable out of hours.

Strong communication and people skills are essential, with the ability to communicate clearly and concisely, both in writing and verbally, across a range of levels.

Must demonstrate deductive reasoning, analytical thinking and problem-solving skills.

**DESIRABLE SKILLS / EXPERIENCE**

Knowledge of waste industry / environmental legislation, with COTC qualification for Waste.

Experience of aggregate (virgin or recycled)/concrete/asphalt would be advantageous.

Closing date for applications – 7th May 2020