

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 potential 24/7 operating hours

DATE OF ISSUE: 1st September 2020



JOB PURPOSE

Reporting to the Site Manager, the jobholder is responsible for leading the production teams including Maintenance Engineers, Quality Control technician 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 teams efficiently to ensure continuous operation, with proactive identification of potential breakdowns of the plant and equipment. Assist with 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, whilst continually improving quality, Environment and safety processes in accordance with the accredited management systems.

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

To plan and manage the teams 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 teams with the help of the Site Manager

Carry out any other duty required by the Leadership Team

To cover for holidays and sickness to enable teams to run at full capacity

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

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 teams 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 hours and be contactable out of hours.

Must demonstrate deductive reasoning, analytical thinking and problem solving with the ability to learn new systems such as mix blends and recipes in a suitable time frame and to be able to apply this knowledge to the process consistently.

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 supervisory or management qualification

COTC qualification for Waste.