

**JOB TITLE:** Senior Shift Supervisor

**LOCATION:** Avonmouth

**REPORTS TO:** Site Manager

**RESPONSIBLE FOR:** Day to day safe and efficient operation of the Avonmouth aggregate manufacturing plant  
Shift Supervisors, Production Staff, QC Administrator,

**INTERACTS WITH:** Contractors, APCr Customers, Aggregate Customers, O.C.O Directors and Managers, Suppliers and The Public

**HOURS OF WORK:** Mon-Fri Typically 40 hrs per wk with a ½ hour break. Plus, additional hours as required by the business

**DATE OF ISSUE:** 11<sup>th</sup> September 2020



**JOB PURPOSE**

A hands-on role, working closely with the Site Manager, Shift Supervisors, Site Operatives, Maintenance Engineers and QC Administrator.

The job holder will support the Site Manager by operating a safe and efficient site, optimising the production quality and capacity of the Avonmouth aggregate, recycling Air Pollution Control Residue (APCr) and capturing carbon dioxide.

With a headcount of around 20 staff, the job holder will focus on developing and training the team, multi-functional and capable individuals, 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 and processes to ensure they work efficiently and that they comply with Health, Safety, Environment and Quality regulations.

The job holder will be required to maximise two production lines over a 24/5 week delivering a reliable and consistent production capacity, manufacturing more than 100,000 tonnes of aggregate per year.

Reporting to the Site Manager, the jobholder is responsible for the development of the staff to ensure a safe and efficient aggregate manufacturing site, including training, coaching, optimising the shift systems and assisting in the HR management of the Avonmouth employees whilst continually improving Quality, Environment and Safety processes in accordance with the accredited management systems.

Deputising for the Site Manger when they are away from site, being capable and responsible for the site and supporting and covering for the shift supervisors.

By developing relationships and communicating at a range of levels with appropriate individuals, the jobholder will assist in managing the site to ensure our production capabilities and plant operations are optimised within the Integrated Management System (IMS) whilst meeting the production demands



ISO 9001  
ISO 14001  
OHSAS 18001

Certificate Number 11259

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## KEY DUTIES

To ensure by appropriate training, supervision and coaching the health, safety and welfare of employees, contractors and visitors is met, ensuring that the site is operated in a safe and legal manner in full compliance with Statutory Requirements, Permits and the O.C.O Management System.

Organise regular meetings take place with employees to encourage feedback and to share new ideas in a consistent way.

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.

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

Creating a team that is flexible and multi-skilled 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 delivering the agreed process/production volumes, whilst fully embracing the Management Systems and assisting the Site manager to improve reliability, efficiency, productivity, and capability.

Ensuring that the required inbound and outbound material testing routine is strictly adhered to.

Ensuring that all product leaving site is to the expected standard.

Assisting with the Avonmouth staff structure, recruitment and disciplinary issues, taking advice from the Site Manager and recommending change where appropriate with supporting evidence and cost/benefit analysis.

Assist the Site Manager to maintain and develop site procedures within the management system, to 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.

Assisting the Site Manager in managing the environmental performance of Avonmouth in a professional manner to ensure the best interests and reputation of O.C.O are preserved and enhanced.

## ESSENTIAL SKILLS / EXPERIENCE

Min of 5 years' experience within a company at supervisory management level, and can 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/asphalt production industry.

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

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.

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

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

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

IOSH managing safely Qualification, or similar

Training/Coaching experience

<b>DESIRABLE SKILLS / EXPERIENCE</b>
Knowledge of waste industry / environmental legislation, with COTC qualification for Waste. Hold appropriate, safety training certificates, such as confined space working, face fit, permit to work. Certification to NEBOSH or equivalent.

**CLOSING DATE FOR APPLICATIONS: 25<sup>th</sup> September 2020**