

**JOB TITLE:** Team Leader

**LOCATION:** Avonmouth

**REPORTS TO:** Shift Supervisor

**RESPONSIBLE FOR:** Day to day safe running of shift

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

**HOURS OF WORK:** 37.5 hrs per week, 8-hour shifts with ½ hour unpaid break over potential 24/7 operating hours

**DATE OF ISSUE:** 12<sup>th</sup> September 2019



**JOB PURPOSE**

Reporting to the Shift Supervisor, the jobholder is responsible for leading a small production team and appropriate contractors and suppliers, to deliver the safe and efficient operation of the O.C.O aggregate manufacturing plant.

Ensuring 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, cleaning and maintenance procedures. To lead your team efficiently to ensure continuous operation, with proactive identification of potential breakdowns of the plant and equipment. Undertake repairs with the maintenance team and liaise with other Team Leaders.

**KEY DUTIES**

To assist with 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.

Lead a small team in a production environment and make 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 assist the Shift Supervisor in the full responsibility of the shift and overnight for the whole site.

Lead your team in day to day operational matters and assist the Shift Supervisor 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.

To ensure the O.C.O site and environs are maintained in a clean and tidy condition.

Carry out any other duty required by the Leadership Team



ISO 9001  
ISO 14001  
OHSAS 18001

Certificate Number 11259

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**ESSENTIAL SKILLS / EXPERIENCE**

At least 2 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.

**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 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.