



JOB TITLE: Process Site Supervisor, Aggregates Distribution

LOCATION: Zinc Road, Avonmouth

REPORTS TO: Senior Shift Supervisor

RESPONSIBLE FOR: Day-to-day operation of the Zinc Road aggregate processing site

INTERACTS WITH: Site Manager, Senior Shift Supervisor, Aggregate Team, QCSOs, Customers and Hauliers

HOURS OF WORK: Primarily 40 hours per week 7:30am to 4:00pm Monday to Friday, with a half hour unpaid although flexibility is required to meet the demands of the business.

JOB PURPOSE

Reporting to the Avonmouth Senior Shift Supervisor, the jobholder is responsible for the safe day-to-day operation of the Zinc Road aggregate processing site, ensuring the site complies with all legal and operational requirements as detailed within policies and procedures whilst achieving and maintaining operational excellence.

Activities include managing deliveries and collections, loading wagons, stockpile management, screening desired material, quality checking and booking wagons in and out, ensuring continuous operation, with proactive identification of potential breakdowns of the plant and equipment.

KEY DUTIES

- Manage the material processing and vehicle loading, often making decisions whilst under pressure.
- Managing stockpiles and making sure product is always available when customers require it.
- Maintaining communication with the Avonmouth site, customers and suppliers to arrange collections and deliveries
- Measuring stockpiles, sampling and arranging for quality tests to be undertaken.
- Driving a Front-End Loader to load out material.
- Screening materials to specific sizes for customers.
- Inputting deliveries / collections on to the system and producing load out tickets.
- Ensuring that the plant is operated / maintained in a safe and legal manner in full compliance with the relevant Policies and Procedures within the O.C.O Integrated Management System (IMS).
- Ensure that all required daily, weekly, and monthly checks are completed and recorded.
- Lead by example and take a proactive approach to establish and maintain a high level of awareness within the site for Health, Safety, Welfare, Quality and Security matters, whilst looking for continuous improvement.
- Ensuring good housekeeping onsite at all times.
- Actively support and contribute to the maintenance and continuous improvement of management systems, including CMS, BES6001, ISO9001, ISO14001 and ISO45001.
- Undertake ad hoc projects as required by the Senior Shift Supervisor, within the skills and capabilities of the jobholder.



Certificate Number 11259

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ESSENTIAL SKILLS / EXPERIENCE

- At least 2 years supervisory experience within a production industry
- Hold appropriate plant operating certificates for a loading shovel with numerous years' experience
- Strong team leader with ability to lead and motivate in a physically demanding environment.
- Confident and diplomatic communicator, both written and verbal, demonstrating attention to detail, good telephone manner and good computer/administrative skills.
- The ability to deliver the best customer service, both internally and externally.
- Ability to identify areas for improvement and implement system changes to the process within a developing site.
- Hands on approach to running a site with good knowledge and experience in material quality.
- Good computer skills

DESIRABLE SKILLS / EXPERIENCE

- Ability to offer ideas and thoughts for discussion to promote the development of the business.
- Holder of an IOSH qualification.
- Experience within an aggregates, concrete or waste environment.
- First Aider, Fire Training, Manual Handling and other appropriate qualifications.

