# Job description

| | |
|---|---|
| Job title | Level 1 Supervisor |
| Department | Ridham |
| Reports to | Operations Manager |
| Financial sign-off limit | n/a |

# Position summary

### Main job functions

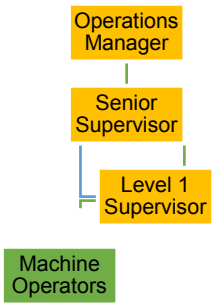
**To supervise the shift responsible for processing recyclable materials to ensure reduction of waste to landfill at all times.**

Note: in addition to these functions, employees are required to carry out such other duties as may reasonably be required.

### Job location

Ridham Dock

### Supervisory responsibilities/position in structure




# Main duties – principle responsibilities

| Duties/responsibilities (in order of priority) | Approximate % of time to be spent |
|---|---|
| Operate appropriate machinery and plant, as required, to maintain the safe and efficient operation of the site at all times. | |
| Ensuring that plant and machinery is maintained to required standards, including daily & weekly checks, refueling, lubrication and greasing, and that defects and breakdowns are promptly recorded and reported. | |
| Maintain a safe working environment throughout your activities, including keeping working area tidy and access to walkways and emergency exits clear. | |
| Checking of incoming loads, ensuring compliance with site license and permitted waste types. | |

| | |
|---|---|
| Immediately report: any contamination or non-conforming wastes delivered to site; accidents, incidents, and near misses; environmental hazards; health & safety breaches to the appropriate Manager. | |
| Ensure appropriate safety equipment and PPE is used at all times. | |
| Undertake any training necessary to perform other tasks including operation of other plant and equipment and/or supervisory duties. | |
| Manual Handling activities to assist in waste management activities. | |
| Assist any other supervisory role upon request. | |
| Cover any other operational positions (Level 1-5) where necessary for business continuity. | |
| Production reporting to management on a daily basis. | |
| Manage stock rotation to comply with Site Licence. | |
| Carry out random checks and audits on Plant Machinery under remit. | |
| Supervise all team members on shift to ensure they achieve their own objectives and job description duties. | |
| Staff have a duty to take care of their own health and safety and that of others who may be affected by their actions at work. | |
| Staff must co-operate, report unsafe conditions and comply with the company management systems and safe systems of work as well as co—workers to help everyone meet their legal requirements. | |

The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.

# Person specification

## Skills

The post holder will require a certain level of these skills in order to carry out the role.

| Essential | Desirable |
|---|---|
| -Good Communication<br>-Good Leadership<br>-Ability to operate and control equipment<br>-Time and Priority Management<br>-Ability to Work in a Fast Paced, Busy Environment | Problem Solving |

## Experience

Include specific experience that is important for the post holder to have in order to perform the role.

| Essential | Desirable |
|---|---|
| -Previous experience operating plant such as 360 excavators, loading shovel, telehandlers and fork lift trucks.<br>-Previous supervisory experience | Experience in the Waste Industry<br>Experience with Shredder, Shovels, Excavators & Conveyors |

## Qualifications

Academic or professional qualifications that would be important to the performance of this role.

| Essential | Desirable |
|---|---|
| Plant tickets for 360 excavators, loading shovel, telehandlers and fork lift trucks. | CCNSG Safety Passport |

## Competencies

Other role specific behaviours or expertise that will give the job holder the ability to succeed and be efficient in this position.

| Essential | Desirable |
|---|---|
| Pay attention to detail<br>Ability to work alone or in a team<br>Positive Attitude | Ability to plan own work |

# Signed

| | | | |
|---|---|---|---|
| Signed for and on behalf of Countrystyle Recycling Ltd | | Date | |
| Signed by job holder | | Date | |