



## Depot Manager Job description

<b>Job title</b>	Depot Manager
<b>Department</b>	Logistics
<b>Reports to</b>	TBC
<b>Financial sign-off limit</b>	N/A

## Position summary

### Main job functions

- As the Manager of this new depot you will be required to manage all aspects of HR, vehicles and customer communications, interfacing with our sister organisation Envar Composting.

### Job location

Huntingdon, Cambridgeshire

## Main duties – principle responsibilities

<b>Duties/responsibilities (in order of priority)</b>	<b>Approximate % of time to be spent</b>
To manage staffing levels to include drivers and back office support staff	
To manage all depot activities to ensure its safe and efficient operation at all times including in accordance with the site permit and to liaise with Envar composting	
To supervise all team members to ensure they achieve their own personal objectives and fulfil their job description duties	
To provide and manage up to date vehicle performance reports (VPR) for all fleet vehicles	
To manage all fleet compliance issues/procedures to include but not limited to infringements / VOSA Compliances / Drivers HRS / Vehicle maintenance and CPC obligations	
To ensure High level of customer satisfaction by providing high quality service	



To carry out random checks and audits on all plant and equipment at the depot under your remit.	
<p>To ensure that vehicles are checked and maintained to the Company's required standards of safe and efficient operation, including:</p> <ul style="list-style-type: none"> <li>• carrying out daily &amp; weekly checks;</li> <li>• refueling;</li> <li>• lubrication and greasing; and</li> <li>• ensuring that all defects and breakdowns are promptly recorded and reported in accordance with the Company's procedure and followed up to ensure they are closed.</li> </ul>	
To maintain a safe working environment throughout your activities,	
To ensure appropriate safety equipment and PPE is worn at all times.	
To undertake any necessary training to ensure tasks are undertaken both efficiently and safety	
To undertake manual handling training as required to support all logistics and assumed operations	
To carry out other operational duties where necessary for business continuity at the depot	
To comply with all Health, Safety, HR, Fleet Compliance, Engineering and Environmental policies and procedures notified to you from time to time.	

**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
Excellent communication skills	



### Experience

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

Essential	Desirable
A demonstrable track record in operational planning and control	Knowledge of the waste industry preferred but other experience will be taken into consideration

### Qualifications

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

Essential	Desirable
GCSE A-C Grades	

### 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
Strong business acumen	
Ability to deliver through others	
Motivate a team of individuals to reach a common goal.	

### Signed

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

