

# JOB DESCRIPTION

## Site Supervisor (Canford)



### Principal Duties

- Responsible for the day to day supervision of staff and supervisors and the implementation of the shift handover and of other relevant communication tools
- Organising work rotas and staffing levels and ensuring viable workforce is available for both shifts
- Encouraging the development of staff
- Ensuring that site Health, Safety and Environmental controls are implemented and maintained and deviations or incidents recorded and where possible resolved
- Ensuring compliance with relevant waste management legislation and company policies
- Ensuring the process is in accordance with the Permit and Operating Techniques
- Ensure that the inspection and maintenance of all plant and equipment is being undertaken satisfactorily
- Check that all safety controls are tested including e-stops, interlocks and lock-offs etc
- Ensure that product is being produced to an agreed standard
- Ensure that product and haulage is organised and correctly dispatched to pre-determined hauliers and outlets
- Collection of monitoring and process data
- Liaison with visitors, contractors and regulatory bodies where necessary
- Organising material flow through the facility
- Maintain Standard Operating Procedures as required under Compost Quality Protocol scheme to include temperatures, air and irrigation systems to ensure the process is working correctly
- Should possess computer skills and have ability to utilise Microsoft based office systems i.e. Excel, Word
- To deputise for line manager for short periods as required

You may at times be required to carry out duties not shown in the outline job description above.

### Person Requirements

Candidates for this role must possess the following skills:

- A suitable period of supervisory experience in a waste, composting or similar field with a current COTC
- A broad knowledge of plant and equipment and the ability to operate a range of fixed and mobile plant
- Demonstrable competence in supervising and motivating individuals and teams
- An understanding of Health and Safety and Environmental legislation
- Experience of Health, Safety, Quality and Environmental Management Systems and their application
- Adaptable and able to solve problems without affecting the process outcome
- Be willing to work between the hours of 06.00–14.30 but be flexible to ensure adequate supervision is being applied and monitored
- Be willing to work alternate Saturdays and Bank Holidays and be willing to cover other shifts as and when needed

In addition:

- The right candidate for this role should be able to converse with people at all levels confidently
- They should be a team player and leader and have the ability to work well unsupervised, manage their time effectively and be self motivated

Reports to: Site Manager  
Line management responsibilities: Supervisors, Operators, Labourers  
Based at: Canford