|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | Dewsbury Site Supervisor | **Name** | TBC |
|  |  |  |  |
| **Reporting To** | Site Manager | **Location** | Dewsbury |
|  |  |  |  |
| **Direct Reportees** | * Forklift Drivers
 | **Indirect Reportees** | * None
 |
|  |  |  |  |
| **Direct P&L Ownership** | None | **Revenue / Margin Accountability** | No |
|  |  |  |  |
| **Key Responsibilities** | Provide the safe, compliant and cost-effective running of Dewsbury Hazardous transfer facility:* Operate in full compliance with Environmental Permits, Planning Permission and other applicable legislation as laid out by Site Manager.
* Follow internal reporting requirements and ensure information is recorded and reported accurately, with checking procedures in place, and rectified if found to be incomplete/inaccurate.
* Ensure that internal and external processing deadlines are met;
* Management of the operatives on site to ensure that the are safe and efficient.
* Inspect, test and maintain plant and machinery in full working order.
* Maintain high levels of cleanliness across the site such as cleaning the yard and equipment, regular sweeping and cleaning down of machinery.
* Management of Stock on site as directed by Site manager.
* Arrange loads for disposal of site waste streams and manage waste off site.
* Accepting waste deliveries, unloading and organisation of containers, sort and segregate where necasary.
* Fulfil orders in a timely and efficient manner, follow site rules for paperwork and ensure strong and proactive communication with the office.
* Improve productivity, operational efficiency and maximise throughput.
* Communicate with transport management to ensure loads in and out are planned managed and organised between transport and site, backlogs and blockages are removed.
* Ensure the highest standards of HSEQ are maintained by all visitors & employees.
* Work efficiently and effectively as a part of the wider team
* Follow systems of work in place for your safety
* Take care to make sure your activities do not put others at risk
* High concentration levels required to ensure safe working practices
* Ability to meticulously follow method statements
* Any other reasonable request
 |
|  |  |  |  |
| **Prepared by** | Kris Sutton | **Date** |  17.05.22 |
| **Inducted by** | …………………………………………… | **Inductee Acceptance** | ………………………………………… |
| **Date** | …………………………………………… | **Date** | …………………………………………… |