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| **Job Title** | Dewsbury Site Supervisor | **Name** | TBC |
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| **Reporting To** | Site Manager | **Location** | Dewsbury |
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| **Direct Reportees** | * Forklift Drivers | **Indirect Reportees** | * None |
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| **Direct P&L Ownership** | None | **Revenue / Margin Accountability** | No |
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| **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 | | |
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| **Prepared by** | Kris Sutton | **Date** | 17.05.22 |
| **Inducted by** | …………………………………………… | **Inductee Acceptance** | ………………………………………… |
| **Date** | …………………………………………… | **Date** | …………………………………………… |