

Role and responsibilities

Identity

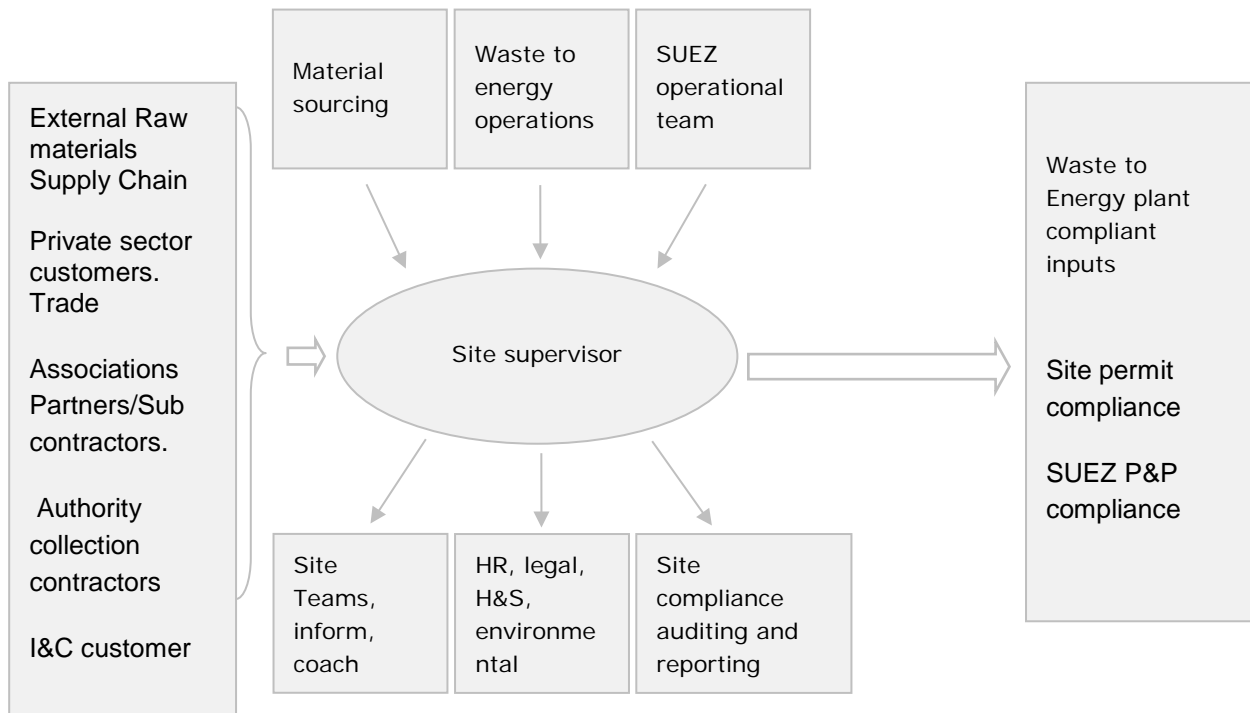
Position title	Site Supervisor
Line Manager title	Site Manager

Purpose

(The 'why' of the position, within which limits and according to what objectives)

Why	To manage the day to day running of the site, ensuring environmental, H&S and legislative compliance. Ensure efficient deployment of staff and resources for the contracted opening hours of the site and provide COTC attendance.
Within	Standards set out for individual site requirements, including internal policies and procedures and relevant legislation.
According to	SUEZ Policies and procedures and relevant legislation

Key stakeholder interaction network



Ideal candidate experience

Knowledge and experience in managing relevant waste management facilities.

A good Knowledge of waste management documents and legislation to include, site permit, odour management plans, site management plans, planning, fire prevention plans.

Experience with all aspects of H&S associated with the waste management facility.

Experience in communicating effectively with staff at all levels including coaching and mentoring the site teams and their personnel development and create a culture of safety and compliance.

Ability to work to deadlines, problem solve and manage the resources available efficiently, Proactive approach to site management.

Ability to take a methodical approach to internal site inspections and reporting

Experience in managing, servicing and maintenance schedules for mobile plant and facilities.

Hold a COTC level 4 hazardous waste for transfer stations

IOSH managing safely

Experience of IT systems.

Area one leadership

Details	Delivery measure
<ul style="list-style-type: none"> Undertake compliance monitoring on a daily and weekly basis to satisfying requirements then reporting and rectifying any such issues. Coach and mentor the site team to the same standards Lead by example with regards to H&S, contract compliance and legislative compliance to create a positive compliance culture. 	<p>Reports</p> <p>Audits</p>
In order to	

Area two people

Details	Delivery measure
<p>Experience in communicating effectively with staff including coaching and mentoring, giving tool box talks, daily team talks also conducting a performance development discussion with each individual team member.</p>	<p>Employee engagement survey</p> <p>Direct feedback</p> <p>Contract paperwork</p>
In order to	

Area three Customer (internal)

Details	Delivery measure
<p>Communicate with internal departments, liaising with regards to contract non-compliance, reporting to the help desk in order to negate any financial deductions.</p> <p>Undertake Safe working procedure, risk assessments and 5 year roadmap compliance checks, liaise with the SHEQ dept. to ensure site compliance</p>	<p>Contract service report</p> <p>EA reports</p> <p>Safety audits</p>
In order to	

Area four Best practice implementation

Details	Delivery measure
<ul style="list-style-type: none"> Undertake site audits to ensure standardisation and conformity to site processes to provide an efficient service 	Audit scores Site appearance
In order to	

Area five legislative compliance

Details	Delivery measure
<ul style="list-style-type: none"> Carry out daily site inspections to ensure compliance against the contract and site permit. Undertake daily monitoring of weighbridge input data for waste transfer notes and input data to ensure environmental and contract compliance Provide daily COTC attendance to comply with permit requirements 	Completed forms Weighbridge electronic data COTC attendance records
In order to	

Area six administration

Details	Delivery measure
<ul style="list-style-type: none"> Ensure site filing system is up to date and in order by filing completed site paperwork in the relevant folder to enable contract and P&P compliance Ensure mobile plant and site maintenance works are undertaken on time in line with the site maintenance planner to provide maintenance in line with the contract 	Site inspections Visual maintenance planner
In order to	

Please note

1. In line with our Values and Ethics Charter, the job holder is expected to:
 - Act in an honest, responsible and respectful manner to others.
 - Be responsible for their own professional conduct.
 - Comply everywhere and in all circumstances with the laws and regulations connected with their activities.
 - Comply with our obligations to other parties such as shareholders, associates, clients, suppliers and the community.
 - Ensure the health, safety and wellbeing of employees, customers and other personnel at all times.
2. The content of this job description reflects the main duties and responsibilities of the job and are not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.