

Role and responsibilities

Identity

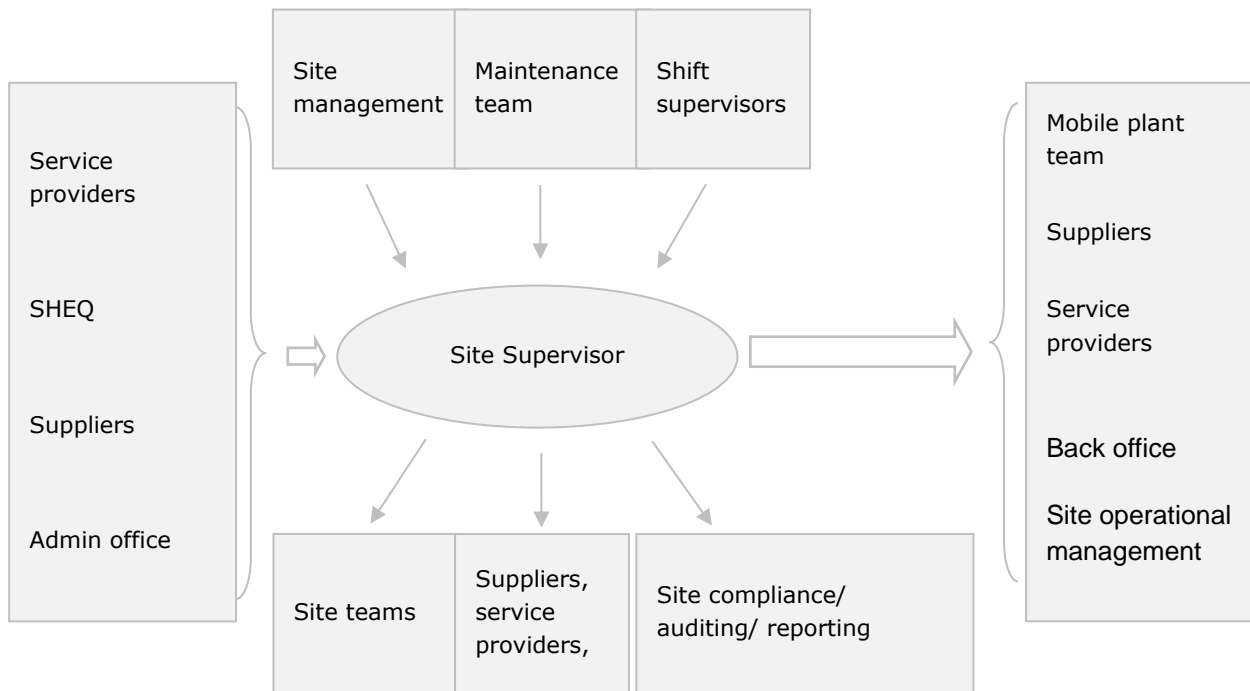
Position title	Site Supervisor
Date	June 2024
Line Manager title	Production Operations Manager
Grade	12

Purpose

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

Why	This role has responsibility to provide operational support, Ensuring environmental, H&S and legislative compliance. Co-ordinating between the operational shift supervisors as well as offering administrative support to the Senior maintenance technician. Liaising with service providers as well as provide COTC attendance in the absence of the Production operations manager
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

- Experience in managing servicing and maintenance schedules for mobile and fixed plant
- A Health and Safety qualification is desirable IOSH Managing safely or willingness to study towards
- Ability to work to deadlines, problem solve and manage the resources available, efficiently, Proactive approach.
- I.T literate, good knowledge of Microsoft packages (excel) to a creative level.
- Ability to a methodical approach to internal site inspections and reporting
- Task management, multi-tasking, prioritising, and delegation
- Analytical skills, ability to analyse simple operational raw data to identify trends.
- Problem solving skills, ability to think outside the box.
- Hold a COTC L4 in transfer & treatment of hazardous waste or willingness to study towards
- Maintain a professional attitude.
- Act in an honest and responsible manner.

Area one - Leadership

Details	Delivery measure
<ul style="list-style-type: none"> Facilitate and promote good working practice through positive employee relations. Embody the Company Values through daily interaction with the teams. Lead by example with regards to H&S, contract and legislative compliance to create a positive compliance culture 	<p>Reports</p> <p>Audits</p>
In order to	influence direct team and peers to achieve goals

Area two - Communication

Details	Delivery measure
<ul style="list-style-type: none"> Work closely with Operational staff, maintenance teams and management. Communicate directly with service providers and maintenance contractors to schedule repairs, servicing and preventive maintenance and coordinate some project work. Promote a safety conscious attitude from operational & maintenance activities through the use of safe systems of work, accurate and timely reporting of incidents and events. Provide a wide variety of administrative assistance to the site and managers in the areas of managing work orders, supplier/service/maintenance communication. Provide a wide variety of administrative assistance to the site compliance / permit and operational activities. Stock audits & ordering 	<p>Maintenance records</p> <p>KPI's</p> <p>Employee engagement surveys</p> <p>Direct feedback</p>
In order to	ensure effective dialogue with all stakeholders

Area three - Best Practice Implementation

Details	Delivery measure
<ul style="list-style-type: none"> • Ensure that the asset paperwork is maintained in accordance with Suez policies. • Maintain the communication of the operational function of the facility ensuring prompt reporting of fault conditions and coordinate the necessary communication where necessary. • Administer parts of the PPM schedules and continuous work requests. • Communicate clearly with contractors, service providers, suppliers, maintenance staff, and operational teams. • Proactive approach to tasks that must be completed and work to provide exceptional administrative support. • Creative approach to developing this role. 	<p>Operational Maintenance KPI's</p> <p>Audit scores</p>
In order to	optimise operational/departmental performance and efficiency

Area four - People

Details	Delivery measure
<ul style="list-style-type: none"> • Communicate effectively with staff including coaching and mentoring, organise toolbox talks, co-ordinate daily shift handover and assist with activities across 4 on 4 of shift cycle 	<p>Shift Logs</p> <p>Audits</p>
In order to	engage and develop self

Area five - Legislative Compliance

Details		Delivery measure
<ul style="list-style-type: none"> Understand and coordinate company quality control standards. Administer safe systems of Work (SSOW) and compliance of contractors and staff with site rules and working standards through SWPs & SOPs. Liaise with service providers to organise service inspections/repairs, maintain maintenance records ensuring legislative requirements are met and maintained. 		CCS Scores and Internal Environmental Health and Safety Audit
In order to	protect our customers, our employees, the environment, and the company reputation	

Details		Delivery measure
<p>Ensure all filling systems are in date and in order by filling completed site paperwork in the relevant folder to enable contract and P&P compliance.</p> <p>Ensure plant and equipment maintenance records are maintained in line with regulatory requirements.</p> <p>Liaise with service providers to organise service inspections/repairs, maintain maintenance records ensuring legislative requirements are met and maintained.</p>		<p>Audits</p> <p>MSV's</p> <p>Site inspections</p>
In order to	Ensure legislative compliance	

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.