



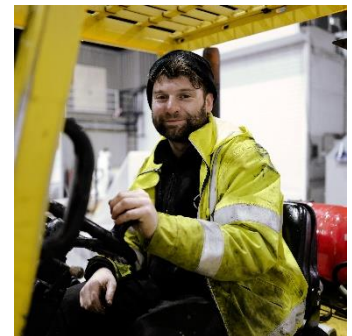
Operations Supervisor

– Transport, Storage & Plant

Operations Department

Stage One is a multi-disciplined manufacturing facility spread over 12,000sqm of estate. We have four manufacturing and storage facilities, engineering, fabrication, woodwork, finishing and a specialist manufacturing facility.

The Operations Department functions to support the overall running of all the departments, this includes: wrapping and packing, loading and unloading of trucks, internal site to site transport, plant maintenance, waste management, estate management.



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| Salary: | £10-£12 per hour, depending on experience |
| Hours of work: | 7.30am-4.00pm with regular overtime, weekend work may be required |
| Contract Type: | Permanent |
| Based at: | Tockwith, near York |



Job Description

Operations Supervisor – Transport, Storage & Plant Role:

The Operations Supervisor responsible for Transport, Storage and Plant will support the Operations Manager by overseeing all plant and vehicles within the Operations Department, coordinating storage requirements for projects and clients, and will be responsible for liaising with trucking agencies and Production Managers.

The Supervisor will be responsible for a team of Production Operatives (staff, agency, and freelancers) working within the Operations Department.

Key Responsibilities:

- Responsible for the servicing of plant across all hangars.
- Responsible for the servicing and maintenance of Company vehicles.
- Ensuring daily checks of plant and Company vehicles are completed and repairs are dealt with.
- Responsible for sourcing and organizing extra plant.
- Responsible for arranging/coordinating storage requirements for Projects and Clients.
- Responsible for keeping inventory of storage items up to date and accurate.
- Liaising with regard to agency requirements and with trucking companies as required.
- Liaison with Project management and Production.
- Overseeing and liaising with the internal trainer to arrange plant training.
- Ensuring all immediate reports are correctly briefed, fully tasked and aware of timescales available for allocated tasks. Approving immediate reports timesheets.
- Responsible for training members of the department, ensuring new members and agency staff are inducted properly and signed off on all relevant training.
- Supporting the Operations Manager with general administration.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.



Person Specification

| ESSENTIAL / DESIRABLE | |
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| Qualifications | |
| A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience | Essential |
| Knowledge | |
| Thorough knowledge of loading and unloading vehicles | Essential |
| Knowledge of H&S and correct use of PPE | Essential |
| Knowledge of Carnet | Desirable |
| Understanding of health and safety issues in relation to manual handling and COSHH | Essential |
| Skills, experience, abilities and competencies | |
| Previous loading/unloading/crewing experience | Essential |
| Previous Supervisory experience | Essential |
| Previous experience within a workshop environment | Essential |
| Experience of working to varying production deadlines & changing specifications | Essential |
| Ability to communicate effectively with a wide range of people | Essential |
| Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines | Essential |
| Ability to multi-task | Essential |
| Able to fill, sand and complete basic painting | Essential |
| FLT, Sideloader Licence | Essential |
| Good computer skills and ability to use an IPAD for loading on Constructor | Desirable |
| Knowledge of ISO9001 and ISO14001 | Desirable |
| Personal attributes | |
| Positive attitude to work | Essential |



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| Flexible to work away from home | Essential |
| Highly organised and able to work flexibly, under pressure and to tight deadlines | Essential |
| Drive, enthusiasm and commitment | Essential |
| Have a flexible approach to working hours, so that these can be arranged to meet the needs of the business, particularly during busy periods of the year | Essential |
| Willingness to undertake relevant training as appropriate | Essential |
| Enthusiasm to support other areas of the department as required | Essential |
| Recognises the need for change and is forward looking. Promotes the benefits of change to others and regularly comes up with new ideas. Has the willingness to adopt new ways of working and to make improvements. | Essential |