



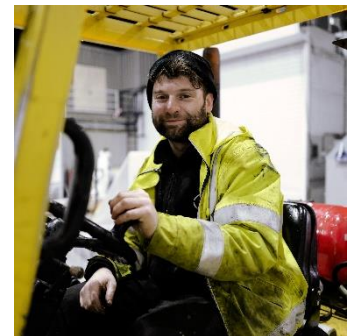
Operations Supervisor

– Waste, Environment & Estate Management

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.



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 – Waste, Environment & Estate Management Role:

The Operations Supervisor responsible for waste, environment and estate management will support the Operations Manager by overseeing the waste management for Stage One and ensuring Environmental procedures and policies are adhered to.

They will be responsible for ensuring housekeeping standards are met within the workshop areas across all hangars and external loading areas, responsible for the preparation of hazardous and non-hazardous waste to return to contractors from all departments and will ensure recycling / reuse of returning set or stock items is considered on all projects in line with ISO14001 procedures.

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

Key Responsibilities:

- Ensuring housekeeping standards are met within the workshop areas across all hangars.
- Responsible for the preparation of hazardous/ non-hazardous waste to return to contractors.
- Ensure recycling and reuse of returning set or stock items is considered on all projects in line with ISO14001 procedures.
- Forward planning waste requirements.
- Ensuring that the correct skips are used and maintained.
- Liaison with Production and Project Management.
- Ensuring that all areas of production are following general waste Company regulations.
- Working closely with the Compliance Manager to the Environmental 14001 standard.
- Supporting the Operations Manager with general administration.
- 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.
- Liaising with regard to agency requirements and with trucking companies as required.

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
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 waste management		Essential
Knowledge of H&S and correct use of PPE		Essential
Knowledge of ISO 14001		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		Desirable
Personal attributes		
Positive attitude to work		Essential



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