



## Job Description (November 2017)

<b>Job Title</b>	<i>Shift Supervisor, Aggregate Manufacture</i>
<b>Department</b>	Carbon8 Aggregates, Leeds
<b>Reports To</b>	Senior Shift Supervisor
<b>Responsible For</b>	Day to day safe and efficient operation of the Leeds aggregate manufacturing plant
<b>Interacts With</b>	Site Manager, QC Administrator, Mobile Plant Operator and Maintenance Engineer, Production Staff, Plant Contractors and Suppliers
<b>Hours of Work</b>	Primary 40 hours/week 06:00:14:30,14:00:22:30 and 22:00:06:30 with a half hour break Mon-Fri. One in three Saturdays 06:00:14:00

<b>Job Purpose</b>
<p>Reporting to the Senior Shift Supervisor, this “hands on” position is responsible for leading a small production team including a Maintenance Engineer, Quality Control Administrator and appropriate contractors and suppliers, to deliver the safe and efficient operation of the Carbon8 aggregate manufacturing plant.</p> <p>Often being the most senior person on site, the role is to ensure your team comply with all legal and operational requirements as detailed within the manuals, systems and permits, whilst achieving the production volume and quality targets.</p> <p>Activities include carrying out daily, weekly and monthly checks as detailed in the site operating, supervising cleaning and maintenance procedures. To plan and manage your team efficiently to ensure continuous operation, with proactive identification potential breakdowns of the plant and equipment. Undertake repairs with the maintenance engineer and liaise with other Shift Supervisor.</p>

<b>Key Duties</b>
<p><b>Shift Supervisor, Aggregate Manufacture:</b></p> <ul style="list-style-type: none"> <li>• To Supervise the health, safety and welfare of all employees, contractors and visitors whilst they are on site and primarily within the production buildings and associated areas.</li> <li>• The ability to plan and schedule the operations in a production environment, delivering the plan and making adjustments and decisions whilst under pressure.</li> <li>• The ability to promote a high level of motivation and morale to lead a team, ensuring that the plant is operated in a safe and legal manner in full compliance with the relevant Manuals and Permits within the quality system.</li> <li>• To take full responsibility of the shift and overnight for the whole site.</li> </ul>

- To plan and manage your team in day to day operation matters and assisting the managers to ensure that any shift issues are dealt with and reported at the earliest opportunity.
- Ensure that all required daily, weekly, and monthly checks are completed and recorded as specified in the manufacturer's handbooks / site manuals or procedures.
- Lead by example and take a pro-active approach to establish and maintain a high level of awareness within the site for Health, Safety, Welfare, Quality and Security matters, whilst developing and promoting your team's ideas for continuous improvement.
- To ensure the Carbon8 site and environs are maintained in a clean and tidy condition. The manufacturing process is Carbon8's newest development and it is essential the plant reflects the financial and professional commitment that has been invested by Carbon8.
- Train coach your team with the help of the Senior Supervisor
- Carry out any other duty required by the management team.

#### Key Skills / Experience

- At least 5 years' supervisory experience within a production industry
- Strong team worker with ability to lead and motivate in a physically demanding environment.
- Confident and diplomatic communicator, both written and verbal, demonstrating attention to detail, with excellent computer and administrative skills.
- Sound judgement skills with a rational approach to leading a team, and delivering the best customer service, both internally and externally
- Ability to identify areas for improvement and implement system changes to the manufacturing process within a growing business
- Hands on approach to train and develop your team across a range of activities including confined space working, mobile plant operation, maintenance and cleaning and operation of the production process.
- Be able to demonstrate their competency in the areas of Safety, Health and Environmental.

#### Desirable Skills / Experience

- Ability to offer ideas and thoughts for discussion to promote the development of the business.
- Holder of an IOSH qualification
- Hold appropriate mobile plant operating certificates, ideally with the ability to train others.
- Experience within an aggregates, concrete, mining or waste environment.
- Knowledge of waste or environmental legislation.
- First Aider, Fire Training, Manual Handling and other appropriate qualification.
- Supervisory or management qualification

This is one of several full time, permanent roles at our brand-new production plant in Cross Green, Leeds, LS9 ONP. Closing date for applications 17<sup>th</sup> December 2017 with a potential start in middle January 2018.

Medway Enterprise Hub  
Central Avenue, Chatham,  
Kent ME4 4TB  
+44 (0)1634 264582  
[info@c8a.co.uk](mailto:info@c8a.co.uk)  
[www.c8a.co.uk](http://www.c8a.co.uk)



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Carbon8 Aggregates Limited  
Registered # 07247345  
Registered office:  
Montague Place  
Quayside  
Chatham Maritime  
Chatham  
Kent, ME4 4QU