

## Role & Responsibilities

**Position:** Facility Manager

### Relationships:

- a. Report to: Operations Manager – Kieran Connor
- b. Responsible for:
- c. Liaison with:

### Key Accountabilities:

- Follow and implement Health & Safety instructions.
- To undertake any reasonable instructions as given by the SHEQ Compliance Manager, Operations Director or Managing Director.
- Implement as required and comply with all company policies and procedures
- To assume full P&L responsibility for all site operations.
- Ensure that all relevant health, safety and environmental systems and procedures are communicated effectively to all staff, third parties and visitors enabling them to comply with all site rules and regulations at all times.
- Liaise with the Compliance Manager and other persons during workplace inspections and assist in implementing corrective actions.
- Liaise with the Site Compliance Supervisor to set up and maintain both risk assessments and safe systems of work to underpin all work activities.
- Monitor and review operatives' health & safety performance to ensure that the operators deliver optimum safety performance at all times and are working within the guidelines set out by the company.
- Assist the Compliance Manager to investigate and assist in delivering corrective actions relating to all aspects of operations on sites including accidents, incidents and service performance failures.
- Authorised as a Permit to Work (PTW) Issuer with responsibility for the work carried out under that permit, includes ensuring that isolations are in place prior to work commencing. Supervise and ensure close out of isolation procedures. Monitoring permit to work activities.
- Monitor and manage all operational staffing levels ensuring all key operations are covered during holidays, sickness and absence. Ensure staffing levels are correct to operate effectively within budget and to liaise with the approved Employment Agencies when cover is required.
- Ensure that received DMR is processed effectively, efficiently and in line with targets for stock rotation, maximised commodity recovery and minimised landfill.
- Communicate with all operational areas including transport and outside suppliers for the movement of materials and commodities
- Ensure that the operators deliver optimum performance at all times and are working within the guidelines set out by the company.
- Ensure all employees on site are clocking in and out and are complying with the absence notification policy.
- Ensure that all operators' hours are recorded correctly on TMS and completed by 9am on Monday of each week.
- Ensure holidays and any sickness are accurately recorded for each member of staff.
- Collate and ensure that HR receive all documentation regarding personnel files in a timely manner e.g. starter packs, return to work, sick notes, variations, wage and role changes. (This list is not exhaustive)

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- Ensure that any changes to staff details are communicated to the HR Department in a timely manner.
- Ensure starter packs are checked and signed off for any new starters and make sure they are sent back to Payroll by the date requested.
- Ensure all agency starters and leavers are communicated to Payroll in a timely manner so they can be added/removed from the system.
- Provide a permanent monitoring and supervision presence on site including the yard and recycling building areas.
- Provide temporary cover (On breaks of up to 30 minutes only) for any position on site including weighbridge, machines, banksman and labourers when operational need requires. You should not provide holiday and sickness cover for these positions, additional cover should be arranged.
- To undertake site inductions and ensure they are delivered to all site visitors including drivers by designated personnel.
- Assist Site Compliance Supervisor to deliver site inductions and briefings for all permanent and temporary staff as required.
- Ensure that the Weighsoft booking system is updated correctly and in a timely manner with all inward and outward transactions
- Ensure all non-conforming waste is quarantined and removed from site and the company's waste rejection protocols are adhered to.
- Ensure that all pre use plant checks are carried out before each shift and that any defects are reported immediately to the General Manager/Site Foreman and the Plant Manager. Liaise with the Site Compliance Supervisor to ensure corrective actions are implemented within appropriate timeframes
- Ensure that all areas of the site are kept free of any debris, clutter, litter, and trip hazards and that gas bottles, asbestos and other non-conforming materials are placed correctly in the quarantine storage bins at all times.
- Liaise with the HR Department on all disciplinary matters.
- Liaise with the SHE Compliance Manager, General Manager, Site Foreman, Site Compliance Supervisor and relevant teams to ensure compliance.
- Liaise with internal and external hauliers to keep on site stock levels within acceptable levels.
- Liaise with external commodity buyers to gain a constant picture and understanding of commodity values and to maximise competitive opportunities to increase revenues.
- Ensure that all export regulations paperwork (Annexe VII) is completed and communicated correctly and in a timely manner on all occasions.
- Constantly monitor quality of commodity stock and ensure that any despatched products are of the required quality to avoid product downgrades or returned loads.
  
- Other duties, responsibilities and activities may change or be assigned.

### **Additional Duties**

- To attend all meetings as required.
- To show commitment to company values in all aspects of your role.
- To act as a positive ambassador for the business.
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- I have received and read my Job Description and understand that it acts as a guide only to my duties and responsibilities and is not exhaustive; I agree to undertake any other duties deemed reasonable by the management.

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R&Rs approved by: \_\_\_\_\_  
On behalf of the Company

Date:

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Date: