**JOB DESCRIPTION**

**POSITION:** Production Manager, MRF Facility, Carryduff

**REPORTING TO:** Managing Director

**SALARY:** Depending on experience.

**HOURS OF WORK: Standard :** Monday – Friday 7.30 am – 5.00 pm, additional hours outside of standard may be required, and shift rotation if required.

**LOCATION: Hillsborough** Road, Carryduff, or at any company site

**HOLIDAY ENTITLEMENT:**  28 days - includes 8 bank holidays pro-rata

**RESPONSIBILITY FOR:**

To oversee the effective and efficient running of the entire waste management facility, Carryduff. To continually monitor and where possible reduce costs. To provide cost effective alternatives for the treatment of waste. To maintain relevant areas of the Quality Safety and Environmental Management System. To oversee human resource requirements of all treatment plants including personnel, health & safety and training requirements.

**AREAS OF RESPONSIBILITY:**

**Waste:**

Waste acceptance, Waste Treatment, full accountability and traceability of all waste and or products received or despatched from the facility.

**Personnel:**

Recruitment, management, and assigning of roles and responsibilities to operational staff on the production facility.

**Health & Safety:**

Ensure the facility is operated to the required standard of health & safety and ensure the safety and welfare of operational staff, third-party deliveries and contractors are maintained to the required company standards.

**Maintenance:**

Oversee the Maintenance team and requirements to ensure the production facility is maintained to the required company standards and environmental and legal requirements.

Preventative Maintenance, Inspection & Testing of Plant & Machinery. Calibration and servicing of equipment.

**OVERALL PURPOSE OF THE JOB:**

To manage and operate the facility within the site licence conditions and the expectations of the company.

To ensure that all waste streams received are treated and where possible recovered or recycled as an alternate to landfill.

To make certain that waste is received and processed in a timely manner. To make sure treatment plants always have sufficient capacity to receive all scheduled loads, whilst guaranteeing ample scope for emergencies.

**KEY TASKS AND DUTIES:**

* **Compliance with Site Licence**

Must be fully conversant with all site licence conditions, the management plan and liaise with the Northern Ireland Environment Agency where necessary.

Manage the treatment plant facility so it operates within the site licence conditions.

To maintain the treatment plant as per the company QS&EMS standards and to ensure various environmental checks as an example, odour checks are carried out and records retained.

Produce records and reports as per site licence. This includes Quarterly and Annual returns to the Northern Ireland Environment Agency.

Be the competent person on the site.

* **Health & Safety**

To ensure the Health & Safety of all IWS personnel and third-party customers on site as an example wearing of appropriate PPE.

To ensure that permits to work are completed for all working being undertaken within the Treatment Plant facility, as an example, building maintenance, confined space or hot work.

* **Legal compliance.**

Keep abreast of all existing and new legislation and ensure the site operates accordingly.

Confirm that all waste leaving the site complies with the relevant legislation, as an example, The Duty of Care Regulations and complies with appropriate Site Licence of the receiving Waste Facility.

To make sure that plant and machinery is always maintained to a high standard as per the procedures within the QS&EMS management programme. This includes completion of records.

Verify that all regulatory inspections are carried out as per Statutory Requirements and liaise with the Insurance Company to ensure this is completed within the appropriate time fames as an example Forklift – LOLER.

To raise non-conformances as detailed in the QS&EMS procedures. Review non-conformance for trends and forward findings to QS&EMS Manager.

* **Personnel & Training**

To be responsible for all personnel issues for staff under your control, this includes the recruitment process and carrying out appraisals and disciplinary procedures.

To be responsible for all personnel operating within your area of responsibility & completion of their job descriptions.

* **Waste Management**

Guarantee appropriate stocks of spares etc for treatment processes.

* **Financial**

Be fully accountable for all expenses on the site and control budgets that are set for this department.

Make sure that the most cost effective outlet is sourced at all times for waste/ products leaving the site.

Be able to control and analyse profit and loss accounts for the department.

* **Research and Development**

Must be able to research and source third party treatment sites and carry out site inspections were necessary.

Must be able to research and demonstrate new ideas to improve the processes in order to make them cost effective.

Must be able to accompany the Sales Manager on Customer Audits.

**JOB SPECIFICATION**

**POSITION**  **PRODUCTION MANAGER**

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|  |  | | | | **ESSENTIAL** | | **DESIRABLE** | |
|  | **QUALIFICATIONS/**  **ATTAINMENTS** | | | | * Qualification to third level, HLA/HNC/D or Degree. In an area relevant to the business. | | OCC in Waste Management  IOSH or NEBOSH | |
|  | **SPECIAL ATTRIBUTES**  **OTHER SPECIAL ATTRIBUTES** | | | | * Experience in similar role, in a fast-changing and demanding environment * Demonstrate Excellent Organisation Skills * Be proactive and be able to take the lead with regards to work schedule, throughput and possess the necessary skills to be able to manage a team with regards to the completion of targets. * Display a common sense approach and use own initiative in day to day management and problem solving. * Must be able to take direction and give direction where and when necessary. * Awareness of Health & Safety and Environmental legal requirements within the waste management industry * Have confidence to develop and pilot new ideas to pursue cost effective treatment of waste. * Demonstrate ability to work under pressure and meet processing targets. * Must be able to adhere to and demonstrate a conscientious approach to the job role and overall objectives of the business. * Must have excellent workforce management skills to lead an established team of operators. * Demonstrate ability to comply with management direction and interpret instruction into action. * Possess a Dependable, reliable and compliant nature * Be able to work with minimum supervision. Prepared to work overtime and or shift patterns, if required. | | 3 years experience in waste / production management | |
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