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|----------------------------|-----------------------------|---|
| <b>Job title</b>           | Waste Supervisor            | <b>Date</b> 30 <sup>th</sup> January 2025 |
| <b>Reports to (title)</b>  | Soft Services Manager       |   |
| <b>Contract/Department</b> | BAE Subs - Service & Extras | <b>Revision</b> 1                         |
| <b>Location</b>            | BAE SUB's Barrow in Furness |   |

## Job purpose

Describe the overall purpose of the job in two or three sentences.

Responsible for managing the collection and disposal of waste on both sites to meet contractual obligations and waste regulations. This will include the completion of forms, maintenance of records and preparation of reports. Line management of the waste and escort team, to coordinate waste collection, recycling, and disposal, ensuring compliance with environmental standards. Contribute to the development of waste management methods, aiming for increased waste reduction, and engage in the audit process to ensure the prevention of violations of waste treatment legislation. To follow the methodology of the circular economy and supporting EMCOR UK and our Customer's targets for net zero.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Line management of the waste and escort team to ensure the following is carried out;
- Collection of all waste sacks, segregated and stored securely in waste partners containers.
  - Collection of bulk cardboard.
  - Liaise with the Senior Sub-Contractor coordinator and manage waste processes.
  - Become familiar with Core Contract activities and complete effectively.
  - Ensure all waste is stored appropriately, and the compound is kept in a clean and tidy state.
  - Ensure paperwork, certification and records are in accordance with local and regulatory practices
  - Interface with customers to answer questions or resolve issues
  - Support and engage in the regular audit programme
  - Provide an exceptional level of service and performance to meet client KPIs
  - Identify areas of improvement and establish innovative or adjust existing work procedures and practices
  - Source, develop and maintain relationship with suppliers and subcontractors
  - Agree staff objectives and training, carry out performance reviews in line with EMCORs procedures.
  - To carry out other duties as may be reasonably requested from time-to-time by EMCOR Group (UK) pie.
  - Improve perception of EMCOR as a business partner
  - Ensure that your technical training and development is kept up to date
  - Ensure that good housekeeping and working practices are employed and

ensure that you represent EMCOR in a professional manner at all times.

- Ability to be able to cover the Waste Operative Role at POW for Holiday and absence cover.
- Attend monthly client waste meetings and provide stats and figures for the monthly report.

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

N/A.

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Must be able to gain and maintain SC clearance
- Knowledge of Health & Safety legislation and circular economy
- Computer literate and knowledge of core suite of MS software
- Adaptable and flexible approach and able to cope under pressure
- Articulate and able to communicate with colleagues and customer at all levels
- Good level of interpersonal and customer relationship skills and the ability to work as a team Hold a full UK drivers' license and able to drive company vehicles
- Logical reasoning and problem-solving skills
- Strong organisational and time management skills
- Environmental I waste qualification?

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

# Job Description

This job description is not an exhaustive list of responsibilities to be undertaken by the post holder and you may be required to carry out other duties, which are felt to be reasonable and commensurate with the post.

|                               |                       |
|-------------------------------|-----------------------|
| <b>Line Manager Signature</b> |                       |
| <b>Print Name</b>             | Soft Services Manager |
| <b>Date</b>                   | 30/01/2025            |

|                             |  |
|-----------------------------|--|
| <b>Job Holder Signature</b> |  |
| <b>Print Name</b>           |  |
| <b>Date</b>                 |  |

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|-------------------------|--|-------------------------------|--|-----------------------------|--|
| <i>FOR HR USE ONLY:</i> |  |                               |  |                             |  |
| <i>Job Grade</i>        |  | <i>EMCOR Competency Level</i> |  | <i>Training Profile UTC</i> |  |