



Position Profile

Job Title:	Operations Manager
Division/ Function:	Industrial Services
Reports to:	Head of Industrial Services
Reports:	All operational staff report to this role
Location:	Warrington
Grade:	Business Manager

Purpose of the Role

This role manages the day-to-day operation of the Industrial services business. The purpose of the role is to oversee and facilitate the safe and legally compliant delivery of services offered by the Industrial Services business.

All operational staff working in Industrial Services report to the Operations Manager. Managing the planning, training and development of this team is a key responsibility as well as developing a healthy proactive safety culture within the team.

Accountability

- **Equipment Compliance:** LOLER, PUWER, Defect Reports, Maintenance, any other relevant legislation or certification required for equipment to be fit for purpose
- **Fleet Compliance:** ADR, Inspections, MOT's, Defect Reports, Maintenance, any other relevant legislation or certification required for equipment to be fit for purpose in line with Operator's Licence
- Individuals working for Totus IS are trained and competent for the work they are requested to undertake
- Material put onto Vacuum tanker barrels and the compatibility to avoid any incidents.
- Fuel card use

Responsibilities / Duties

- Planning Work, managing individuals working time directive and fatigue
- Reviewing, challenging and approving job pack information t
- Issue work schedules to teams
- Reviewing and approving timesheets
- Organising Training for employees
- Booking temporary labour ensuring suitably trained for the task
- Equipment: Reviewing defect reports, organising maintenance and inspections in line with legislation. Ensuring only fit for purpose equipment is issued for work.
- Organising hire equipment in line with company procedures for jobs ensuring it is fit for purpose with all relevant certifications.
- Fleet: Organise MOT's, Services, Inspections in line with legal requirements. Ensure all vehicles are fit for purpose before being issue for work in line with Operator's Licence
- Checking material compatibility for tanker barrels, tracking barrel history and clean out status to ensure safe for operation.
- Recording waste movements and keeping a record of all waste and hazardous waste paperwork available for inspection at all times.
- Assisting sales team / business development to design the safest solution to client's challenges.
- Ensuring the company values and safety standards are implemented at the job planning



phase.

- Ensuring best practice and all reasonably practicable safe solutions are utilised when available for a task.
- Developing the safety culture in the operations team – Leading by example, undertaking safe visits, actively closing out safety improvements highlighted by the team, responding positively to safety observations from the workforce. Supporting the team when they feel something is unsafe and taking the time to consider and address where appropriate.
- Managing stock control. Recording items in and out of stock.
- Managing assets including organised storage, tracking location when working and the organised return of assets.
- Managing fuel cards
- Approving and managing holidays for workforce
- Liaising with clients, scheduling work.
- Ensuring a Safe System of Work is in place before all
- Supporting the Head of Projects during projects
- Maintaining company ISO Procedures relevant to the Industrial Services Business
- Implement the company disciplinary procedure following processes to effectively manage team
- Business Development will sometimes be required as the division grows.
- Producing Job Pack information on occasions to be reviewed by Head of Projects or Head of Industrial Services
- Any other reasonable request from the Head of Industrial Services or other senior Management Team

Skills and Attributes

The holder of this role will need to have extensive experience in the Industrial Services business. Ideally the role holder will hold an Operator's Licence with a sound understanding of ADR and good knowledge of Industrial Vacuum Equipment.

IT Skills will be essential in the role.

Attention to detail is important for the role as well as organisational skills. The role holder needs to have a proactive and open approach to safety whilst enforcing company policy and expectations with reports.

Managing and leading teams will be very important to drive the required behaviours and help to develop individuals.

Mobility / Working Environment

This role will be desk based 85% of the time. There will be some travel to different regions as well as potential working abroad for periods. Some work scopes will require time away from home for periods of time.

During the growth and development of the Industrial Services division responsibilities will be determined by changing priorities which will be managed by the head of Industrial Services.

Review Sign Off

Employee Signature: _____

Date: _____

Reports to Signature: _____

Date: _____



Management Team: _____

Date: _____
