



## Operations & Planning Supervisor - Navan

### Open to public competition

Our Resource Recovery Business Unit currently wish to recruit an Operations & Planning Supervisor on a Permanent Contract. This role will be based at AES Navan reporting to the Area Manager.

#### The Role:

The main duties and responsibilities of the role will include the following;

- Supervise and lead all operations within the Navan waste collection area, to ensure improved efficiency and controls, while offering best in class customer service. Produce weekly KPI reports detailing processing figures, waste movement figures, and fleet KPI's detailing the productivity and efficiency of the collection vehicles.
- Supervise the waste collection area domestic and commercial fleet operations, including vehicles, drivers, and helpers. Includes supervising driving hours, working time directive, and RSA/ driving hour's legislation. Ensure that the size and nature of the fleet is such that it is capable of servicing customer requirements in the most cost-effective manner. Ensure vehicles are taxed, insured, tested and fit for purpose and appropriate records maintained.
- Scheduling of work rotas to ensure that logistics, operational and annual leave needs are met. Ensure all personnel are fully trained for their role and that all work completed is in accordance with Health and safety guidelines and practices. Ensure that any accidents are dealt with in a prompt and thorough manner, and implement any resultant corrective actions.
- Ensure that waste materials handling, separation and delivery to appropriate outlets are conducted in the most environmentally and commercially responsible manner. Ensure that all licenses and permits necessary to conduct the waste business are compiled with including EPA licenses and Collection Permits
- Responsibility for ensuring a maintenance program is acted upon, updated as necessary, and operated for all fleet, as well as fixed and mobile plant including all equipment at customer sites. Responsibility for ensuring all spend is made in line with company procurement policy and that best value is secured.
- Proactively participate in the Performance Management process to ensure delivery of own, and the wider team's, objectives.

#### The Person:

The ideal candidate will possess the following qualification, skills, knowledge and attributes:

- 5 years' experience in a similar role
- Experience in waste management industry a distinct advantage
- Must be MS Office proficient and possess good IT skills
- Team player with ability to work on their own initiative
- Be flexible and prepared to work in any required areas
- A "can do" work ethic with excellent problem solving skills

*The selection process for this role will include candidate screening from application. Visit <http://www.bordnamona.ie/careers/application-process-at-bord-na-mona/> for more information.*

If you wish to be considered simply click the "Apply" tab on the job advert or enter the following link on your own personal computer: [rebrand.ly/rqgpk6](http://rebrand.ly/rqgpk6)

**Bord na Móna is an equal opportunities employer**

### Role Specifics:

Job Title: Operations & Planning Supervisor - Navan

Online Link: [rebrand.ly/rqgpk6](http://rebrand.ly/rqgpk6)

Function: Resource Recovery

Reporting to: Area Manager

Location: AES Navan

HR Contact: Aoife Dempsey

Open Until: 4<sup>th</sup> October 2019

Eligibility: Open to public competition



**Engaging – Resourceful – Respectful**

#### Benefits

*The personal advantages of fulfilling a role in Bord na Móna speaks for itself but here's a glimpse at some of our standard benefits:*

- 20 days annual leave
- Fuels Scheme up to 33% discount
- Employee discount for AES waste collection and skips
- Education support scheme
- Training Opportunities
- Health Screening (bi-annual)
- Free Parking
- Cycle to work scheme
- Health & Wellness activities
- Career Progression
- Employee Assistance Programme
- Matched DC Pension Scheme