**Job Description**

**CCTV & Works Supervisor**

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| **Job Details** |

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| Reporting to: Wet Waste Manager |  | Date: 1st July 2018 |

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| Department: Wet Waste |  | Location: Bennetts |

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| Responsible for: Supervisor Wet Waste client jobs including using inspection equipment to complete work to the specific standards set by the business |

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| **Job Summary** |

The CCTV and Works Supervisor is responsible for drain jetting team whilst undertaking client work and using the inspection equipment on client sites.

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| **Key Responsibilities** |

* Driving Company vehicles to client sites in a safe and controlled manner
* Overseeing the setting up drain jetting and inspection equipment correctly and ensuring safe prior to use
* Wearing correct PPE prior to undertake cleaning of client sites
* Ensuring safe working area whilst conducting duties and be mindful of public safety at all times at clients sites
* Maintaining all required paperwork is completed in line with procedures and requirements
* Ensuring the use of all drain jetting and inspection equipment is undertaken in a safe working manner and in line with environmental and health and safety regulations
* Ensuring all operations including the offloading and connecting of pipework, operating all pumps monitoring whole process throughout and resolving any issues which may arise
* Ensuring all lifting operations are undertaken using correct manual handling procedures and in line with H&S requirements
* Ensuring all equipment is stored correctly prior to leaving client sites
* Any other reasonable task required by the company

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| **Key Skills** |

* Good oral and written communication skills
* Ability to work to a high level of accuracy with particular attention to detail
* Excellent customer service skills and telephone manner
* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise
* Ability to work as part of a small team with limited supervision
* Good product knowledge upon completion of in-house training
* Excellent knowledge of Health & Safety working and be aware that this job is physically demanding with work mainly carried out outside.
* Timekeeping and attendance are essential to maintain customer demands

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| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

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| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

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| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

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| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

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| Name: |  | Date: |

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| Signature: |

**Manager:**

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| Name: |  | Date: |

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| Signature: |