

Job Description

Business Area	Operations
Post Title	Depot Supervisor
Grade	6
Reports To	Senior Supervisor / Supervisor
Date of Issue	April 2024

Job Purpose

Responsibility for the effective running of the depot, coordinating availability of plant, equipment and materials for operational activities and ensuring all relevant health and safety requirements/standards are adhered to.

The postholder is required to participate in an out of hours call out rota to respond to emergencies and winter maintenance activities, acting as Duty Supervisor where required.

Main Duties and Responsibilities

1. Controlling all stock of materials, plant and equipment in and out of the depot from receipt, daily usage, and ordering requirements, ensure sufficient levels are maintained and stored appropriately.
2. Support adherence to day-to day health and safety requirements within the depot, e.g. equipment compliance, Lifting Operations and Lifting Equipment Regulations (LOLER) inspections, fire alarm testing, legionella testing, property maintenance register.
3. Ensure depot traffic is co-ordinated and following correct movement routes.
4. Under the direction of the Supervisor, this role will on a day-to-day basis co-ordinate all the movements and resources into, out of, and around the depot.
5. Oversight of preparation of vehicles, plant and machinery to enable efficient operational activities.
6. Undertake vehicle checks in accordance with internal compliance requirements and adherence to depot vehicle movement rules.
7. Comply with monthly inspection and reporting requirements, e.g. fuel stocks, material stocks, monthly audits.
8. During the winter maintenance period, ensure salt stocks are monitored and maintained.
9. Ensure the depot environment is maintained to an acceptable standard, e.g. clean, tidy and safe.
10. Participate in an out of hours call out rota to respond to emergencies and winter maintenance activities, acting as Duty Supervisor where required.
11. Act as an out of hours key holder and emergency contact for the depot.
12. Work in line with all NY Highways policies and procedures and be aware of the obligations for employees under these.

13. Behave according to the Employee Code of Conduct and be aware of employee responsibilities under the Code.
14. Behave according to the Behaviours Framework.
15. Comply with health and safety policies, organisational statements and procedures, report any incidents / accidents / hazards and take a pro-active approach to health and safety matters in order to protect oneself and others.
16. Undertake any other duties of a similar nature that may be required from time-to-time.

Person Specification

Criteria No	Criteria Description	Essential (E)	Desirable (D)
Qualifications & Education			
	To be trained in the below or, willingness to undertake training once in post: • Banksman • Manual Handling • Abrasive Wheels • Safe dig • Emergency First Aid	E	
	Current driving licence	E	
	HGV licence		D
	CSCS card		D
	NRSWA		D
Knowledge & Experience			
	In depth knowledge to ensure depot activities are delivered within health and safety standards aligned with relevant legislation	E	
	Working knowledge of plant and materials relevant to the highways industry	E	
	Experience of implementing and controlling health and safety measures	E	
	Experience of managing stock control		D
Skills			
	Ability to effectively manage stocks of plant, equipment and materials	E	
	Able to demonstrate effective organisational skills	E	
	Ability to operate plant and machinery including forklifts	E	
	Able to accurately complete record sheets, paper or electronic with overall responsibility for ensuring the completion of depot site safety documentation.	E	
	Able to take responsibility for plant, equipment and materials	E	
	Able to operate using initiative to make decisions within agreed procedures	E	
	Good communication skills to influence, and persuade others and the ability to work collaboratively with employees and other stakeholders	E	

	To understand and be responsible for own safety, plus that of those around them	E	
	IT literate with the ability to use MS Office packages such as word and excel	E	
Personal Attributes			
	Able to work as part of a team	E	
	Flexible approach to working time arrangements	E	
	Willing to undertake training relevant to the role	E	
Other Requirements			
	Able to work as part of an out of hours call out rota, including evenings, during the night, weekends, bank holidays (unsocial hours)	E	
	Able to undertake the physical requirements of the post	E	
	Able to work outdoors in inclement weather conditions	E	
	Able to respond to call outs at short notice	E	