



ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Plant Team Leader
TEAM: Plant
REPORTS TO: Shipping & Operations Officer

JOB PURPOSE:

1. To operate, supervise and maintain Plant & Equipment.
2. To ensure all Plant, Road and Sewage activities are carried out in accordance with AIG's procedures.
3. To train, motivate and supervise plant operators.
4. To lead the Plant Section and manage a team of 5+ operators / drivers
5. To plan, manage and oversee plant operations ensuring effective co-ordination of man power and resources.
6. Manage & co-ordinate plant inspections ensuring defects are reported to the Motor Transport Section in a timely manner. Record and document plant inspection, defects and repairs for quality & audit purposes.
7. To perform driving examinations for vehicle classes B, C, D and J.
8. To carry out stevedore duties as a core function, which involves working up to 12-hour shifts and at times, weekends.

MAIN DUTIES:

1. To plan and delegate work within the Plant Section, checking that all work complies with plant specifications & technical standards, associated Health & Safety/Environmental legislation procedures.
2. To carry out Risk Assessments for all plant operations.

3. Prepare documents for invoicing of completed jobs and submit staff overtime to the Finance Department.
4. To undertake staff appraisals, set objectives and monitor staff performance.
5. Manage and ensure compliance at all times with relevant Health & Safety processes and procedures.
6. To requisition store materials for all jobs within the confines of the Plant Section.
7. Carry out routine inspections of all Plant & Equipment.
8. Carry out Accident and Incident reporting.
9. To produce estimates / quotations for Plant operations.
10. Work closely with the Motor Pool to co-ordinate repairs and to plan / programme plant & equipment servicing both locally or from external providers.
11. To carry out Stevedore and other ship duties as a core function, which involves:
 - Working a 12-hour shift and weekend working when required.
 - Working on the pierhead or barges or on a vessel (team members rotate these locations).
 - Physical outdoor work for long periods, including potentially being at sea for much of the day
 - Rope handling.
12. To undertake any other related duties as required by the Director of Operations & Facilities or the Shipping & Operations Officer.
13. Manage and prioritise road repairs and line markings.
14. Organise and implement a maintenance schedule for the sewage plants.

RESPONSIBILITIES:

- To work with the Shipping & Operations Officer to keep expenditure within budget.
- Manage staff members within the Plant Team on a day-to-day basis.
- To comply with all relevant Health & Safety processes and procedures.
- Responsible for all Plant & Equipment and when necessary, operate it.
- To attend any training course which AIG may specify in the further development of your role.
- Responsible for own safety and that of others when using plant.
- Continual development of teamwork and motivation with all Plant staff, motivation of staff for personnel development through on the job training or overseas courses.
- To monitor on a daily basis the quality and output of work, maintaining a high standard of service and workmanship.
- To provide high standards of customer service when dealing with members of the public, other sections of AIG or external organisations.
- To ensure that any usage of AIG vehicles is compliant with the vehicle usage policy, including reducing unnecessary journeys and maximising vehicle sharing where possible.

- Responsible for the issuing of fuel to vehicles and equipment within the Plant team, ensuring that the logging and maintenance of fuel issues are correct and stringently monitored.

PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes

Essential

- Must have a reasonable standard of education.
- Must have at least five years' experience in Plant Operations.
- Must be computer literate.
- Must hold a valid driver's license of classes A, B, C, D and J.
- Must have a solid understanding of Health & Safety at work.
- Must have the ability to keep daily record sheets of all jobs undertaken.
- Must have good interpersonal skills to establish confident and effective relationships with colleagues and customers.
- Should have a pleasant, professional approach and attitude to staff and customers.
- Must possess good management and leadership skills.
- Must have the ability to motivate others.

This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

July 2024