



DEMERARA HARBOUR BRIDGE CORPORATION MANAGEMENT POSITION DESCRIPTION

POSITION TITLE:	PLANT MANAGER	LOCATION:	ASPHALT PLANT
REPORTS TO:	BOARD OF DIRECTORS	GRADE:	-
DEPARTMENT:	PLANT OPERATIONS	SECTION:	-

I. ACCOUNTABILITY OBJECTIVE

Responsible for the management, safety and coordination of all operational aspects of the fixed and mobile Asphalt Plant. Applies the most appropriate maintenance practices so that equipment and processes continue to deliver its intended capabilities in a safe, efficient and cost effective manner. Promotes safety, health and environmental, quality assurance and regulatory compliance programmes.

II. DIMENSIONS OF POSITION

A. NATURE AND SCOPE OF THE POSITION

The **Plant Manager** is required to oversee the management of plant operations for efficient and optimal production levels, including scheduling of personnel and equipment. Provides supervisory oversight of plant personnel engaged in installing, fitting, operating, servicing, and maintaining machinery and mechanical equipment.

The **Incumbent** determines equipment reliability expectations and evaluate and identify improvement opportunities. Develops strategic plans to assure reliability of existing and new equipment and performs periodic reviews of these plans, and makes adjustments based on business needs, performance and/or requirements change. Helps schedules and monitor fixed and mobile equipment maintenance programs; and ensures that plant personnel are properly trained on maintenance standards.

The **Plant Manager** ensures overall operational excellence by ensuring that all employees are continuously trained on efficient processing methods and on how to meet safety, health and environmental, energy efficiency, quality control and local and international standards.

The **Incumbent** provides mentoring and coaching to employees. Assists in identifying, assessing, and addressing personnel issues and implementing steps in accordance with the disciplinary policy. Identifies programmes to develop employee performance and provides a career path for advancement opportunities.

The **Plant Manager** must determine on an annual basis the "**Major Job Objectives**" for each aspect of the Work Programme and identify and discuss with subordinates the "*Key Results Areas*" to be used as determinants to their performance results on a quarterly basis.

B. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

(The Incumbent relates to the following areas/titles internally and externally in carrying out accountability objectives)

AREA/TITLE:

RESPONSIBILITY:

INTERNAL:

Board of Directors

To review short and long range plans for **Asphalt Plant**; to lead the development and maintenance of the **Plant's** policies related to maintenance and governance services ensuring compliance with the procedures and systems; to focus **Board** attention on long-range strategic issues; to manage the **Board's** due diligence process to assure timely attention to core issues.

Committees of the Board	To inform the Board's Committees (Operation Maintenance & Traffic; Finance & Procurement; Human Resources & Public Relations) about trends, issues, problems and activities in order to facilitate policy-making; to recommend policy positions; to keep informed of developments in human resources and government.
Other Engineering Specialists	To assess safety needs and consult with engineering colleagues to implement safety policy; to review reports and statistical analyses; to participate in the development of corrective measures where necessary; to serve on interviewing panel to select engineering personnel for employment.
Supervisory/ Management Staff	To participate in planning, directing and coordinating plant maintenance and repair activities; to ensure availability of materials and parts required for maintenance activities.
EXTERNAL:	
Sub-Contractors	To consult plans and maps to coordinate construction activities; to request testing procedures; to modify designs, check work completed.
Clients/Stakeholders	To foster productive relationships; to listen to clients in order to improve services; to initiate, develop and maintain cooperative relationships with key constituencies; to identify local and client needs.

C. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:

DIRECTLY

Plant Superintendent
Finance Manager

INDIRECTLY

Civil Engineer
Mechanical Engineer
Electrical Engineer
Laboratory Supervisor
Site Supervisor

III. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES:

(The following responsibility statements identify specific duties necessary to attain Asphalt Plant's overall objectives while not precluding the position holder from carrying out other related activities that may be inherent in the position)

PREPARES and **MANAGES** operational schedules and **COORDINATES** production activities for the fixed and mobile plants, ensuring maximum efficiency and use of equipment.

SELECTS and **APPLIES** the most appropriate maintenance practices, so that the equipment and processes continue to deliver on their intended capabilities in the safest and most cost-effective manner.

ACTS as the point of contact for customers, regulatory officials, general public, the Plant and Ministry of Public Infrastructure personnel.

DEVELOPS maintenance strategy and tactics to safely meet reliability and availability requirements at the lowest costs utilising defined performance, availability and maintainability requirements needed to achieve the business mission.

IDENTIFIES organisational requirements needed to align to the organisational strategic plan.

PARTICIPATES in the development of annual operating and capital budgeting.

WORKS closely with the Laboratory Section to ensure that products meet customers' needs and expectations and in compliance with international standards.

WORKS with maintenance personnel to determine optimal times for production equipment repairs; troubleshoot and resolve operational and maintenance problems as required.

ENSURES the Plant is compliant with local and international requirements by implementing company rules, guidelines, standard operating procedures; conducting training programmes and continuous monitoring and evaluation of operations.

ENFORCES health, safety and environmental standards to improve the Plant's overall health and safety performance.

ENSURES all employees are exposed to continuous training and developmental programmes to improve organisational performance, aligning staff with the strategic plan and providing a career path for personnel.

LIAISES with Project Managers/Consultants to coordinate construction activities.

ESTIMATES manpower, material and time required for jobs and **ENSURES** availability of relevant equipment, drawing and information prior to scheduling of planned work and issues requisitions as required.

PREPARES time schedules and job cards; monitors progress of jobs and discusses problems with workshops staff or contractors.

VISITS job areas to inspect shut-down equipment as necessary and collect information from personnel on site.

DOCUMENTS actual time taken on jobs, material and manpower used, updating data records.

MAINTAINS records of work orders, manufacturing drawing and equipment histories and prepares reports.

PREPARES monthly reports on production, manpower, budgets etc. for use in developing organisational plans.

IV. MANAGEMENT JOB DESCRIPTION EVALUATION: QUALIFICATIONS PROFILE

POSITION TITLE: Plant Manager		
FACTORS		SUBSTANTIATING DATA
1	EDUCATION	Degree in Engineering, Management or Administration with in excess of ten (10) years' engineering experience in the Infrastructure Sector at a professional level. Proficient in Microsoft Office Suite.
2	EXPERIENCE/ JOB KNOWLEDGE	Professional worker requiring over five (5) years and up to ten years' experience through formal training, on-the-job training and practical experience. Knowledge of asphalt production operations, including the capability and proper utilisation of machinery and equipment used.
3	TECHNICAL/ PROFESSIONAL	Extensive knowledge of complex processes, techniques and practices. Knowledge of identifying organisational requirements needed to align to the organisational strategic plan.
4	PROBLEM SOLVING / DECISION MAKING	Constantly coordinating a broad range of functions or activities to support the work of subordinates with varying levels of responsibilities, and where breadth and intensity of effort with several phases being pursued concurrently or sequentially.
5	INTERPERSONAL	The interpersonal contacts at this level are with high-ranking officials, employees in different Sections, members of the general public as individuals in structured and unstructured settings. Considerable persuasive ability or tact may be required to handle contacts.
6	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for the management, safety and coordination of all operational aspects of the fixed and mobile Asphalt Plant. Applies the most appropriate maintenance practices so that equipment and processes continue to deliver its intended capabilities in a safe, efficient and cost effective manner. Promotes safety, health and environmental, quality assurance and regulatory compliance programmes.
7	PROCEDURES/ REGULATIONS/ COMPLIANCE	Requires comprehensive knowledge and application of related laws, operating policies, rules and technical procedures and ability to interpret same in situations of both a recurring and non-recurring nature; in normal and unique situations to provide technical advice and opinions.
8	TEAMWORK	The Manager plans and designs work assignments; identifies limitations to, as well as the quality and quantity of effort expected; set deadlines and priorities to be achieved.
9	WORKING ENVIRONMENT/ SAFETY OF OTHERS	The work environment involves everyday risks or discomforts which require normal safety precautions. The working conditions are moderate with minimal hazards, demands or stresses and with safe work practices in an office environment. The work area is adequately lighted and ventilated.