

Job Description

Job Title	Weighbridge Operator (Strood)
Reporting to	Operations Manager (Strood)
Responsible for	N/A
Department/Location	Strood Skips, Strood
Version/Date	V2, May 2017
Main Purpose & Function	To ensure the smooth operation of the Weighbridge facility and act as point of contact for customers. Responsible for ensuring that all legal obligations and regulations are met.
Duties & Responsibilities	<ol style="list-style-type: none"> 1. Direct traffic coming onto site and operate weighbridge. 2. Check incoming loads, ensuring compliance with site licence and permitted waste types. 3. Accurately record weights & waste type by vehicle, completing appropriate documentation and collect driver signatures etc. 4. Process delivery notes and tickets accurately and efficiently. 5. Immediately report any contamination or non-conforming wastes delivered to site to the appropriate Manager. 6. Report any anomalies/errors to the weighbridge system to the appropriate people immediately. 7. Ensure that the waste yardage report is correct and charges are correct. 8. Maintain relationships and deal with queries from customers and site visitors. 9. Ensure weighbridge customers are aware of site rules and distribute information and guidance accordingly. 10. Ensure that vehicles delivering to site have the correct paperwork and EWC codes. 11. Ensure that vehicles have the necessary paperwork for forward movements from the site to destination. 12. Compile compliance reports for materials in and out of the site. 13. Ensure that the site diary for materials is kept up to date. 14. Assist with general administrative duties and customer service, answering the telephone and directing calls as appropriate. 15. Comply with all Health, Safety, HR and Environmental policies and procedures. 16. The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.
Signed (Employee)	
Print Name	
Date	