



Job description

Job title	Weighbridge Operator
Department	Weighbridge
Reports to	Weighbridge Supervisor
Financial sign-off limit	N/A

Position summary

Main job functions

Note: in addition to these functions, employees are required to carry out such other duties as may reasonably be required.

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.

Job location

Ridham

Supervisory responsibilities/position in structure



Main duties – principle responsibilities

Duties/responsibilities (in order of priority)	Approximate % of time to be spent
Direct traffic coming onto site and operate weighbridge.	
Check incoming loads, ensuring compliance with site license and permitted waste types.	
Acquaint yourself with the AMCS operating system for operating the Ridham weighbridge.	
Accurately record weights & waste type by vehicle, completing appropriate documentation and collect driver signatures etc.	
Process delivery notes and tickets accurately and efficiently.	



Immediately report any contamination or non-conforming wastes delivered to site to the appropriate Manager.	
Report any anomalies/errors to the weighbridge system to the appropriate people immediately.	
Ensure that the waste yardage report is correct, and charges are correct.	
Maintain relationships and deal with queries from customers and site visitors, face to face and electronically (by phone or email).	
Ensure weighbridge customers are aware of site rules and distribute information and guidance accordingly.	
Ensure that vehicles delivering to site have the correct paperwork and EWC codes.	
Assist with general administrative duties and customer service, answering the telephone and directing calls as appropriate.	
Report health & safety issues immediately to management	
Attend training to develop relevant knowledge and skills.	
Comply with all Health, Safety, HR, Quality and Environmental policies and procedures.	
Staff have a duty to take care of their own health and safety and that of others who may be affected by their actions at work.	
Staff must co-operate, report unsafe conditions and comply with the company management systems and safe systems of work as well as co—workers to help everyone meet their legal requirements.	

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.

Person specification

Skills

The post holder will require a certain level of these skills in order to carry out the role.

Essential	Desirable
Intermediate level MS Office to include Word, Excel, Outlook	Knowledge of AMCS
Excellent communication skills both verbal and written	
Ability to multitask and have good attention to detail.	



Experience

Include specific experience that is important for the post holder to have in order to perform the role.

Essential	Desirable
Previous experience in a busy administrative role	Previous experience working in a Weighbridge office environment
Experience of dealing with external customers	Previous experience working in the Waste Industry.

Qualifications

Academic or professional qualifications that would be important to the performance of this role.


Essential	Desirable
GCSE grade A-C level education	

Competencies

Other role specific behaviours or expertise that will give the job holder the ability to succeed and be efficient in this position.

Essential	Desirable
Demonstrate a positive and respectful attitude to others	
Demonstrate teamwork and support of others	
Versatility and willingness to learn	

Signed

Signed for and on behalf of Countrystyle Recycling Ltd		Date	
Signed by job holder		Date	