Position: Weighbridge Operator

Relationships:

* + - * 1. Report to: Line Manager
				2. Responsible for: Control all incoming and outgoing material movements through the safe operation of the weighbridge and the maintenance of associated documentation.
				3. Liaison with: All departments

Key Accountabilities:

* Accurate recording of all material movements on site.
* Ensure site visitors and or contractors adhere to site access policies.
* Prepare material movement reports in conjunction with the site's reporting requirements.
* Carry out weighbridge duties and associated procedures including correct waste type identification.
* General administrative duties to support the weighbridge & scheduling function.
* Processing maintenance and storage of weighbridge records
* Reconcile loads sent out through destination weighing.
* Ensure that there are no incomplete transactions at month end.
* Liaise with site staff regarding Inspection of incoming wastes to ensure compliance with site operating requirements.
* Liaise with drivers regarding correct tipping locations,
* Dealing with incoming telephone calls and inquiries as required
* Operation and monitoring of CCTV screens as required.
* Provide cover for colleagues.

Be 100% compliant with health, safety, smoking.

* Other duties, responsibilities and activities may change or be assigned.

Additional Duties

* To attend all meetings as required.
* To show commitment to company values in all aspects of your role.
* To act as a positive ambassador for the business.
* I have received and read my Job Description and understand that it acts as a guide only to my duties and responsibilities and is not exhaustive; I agree to undertake any other duties deemed reasonable by the management.

R&Rs approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: On behalf of the Company

R&Rs approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: