**JOB TITLE:** Weighbridge Operator (Maternity Cover)  
**DEPARTMENT:** Transfer Station  
**DIVISION/SECTION:** Trafford Park Manchester

### JOB PURPOSE

As a Weighbridge Operator you will ensure that all vehicles carrying waste or recyclables are weighed on entering and exiting the facility in compliance with all statutory regulations and requirements.

### TASKS

1. To operate the weighbridge systems in accordance with the Duty of Care regulations, waste management permit and procedures, and maintain reliable, adequate and accurate records thereof in a timely manner.
2. To process all relevant data / paperwork into AMCS in an accurate and punctual manner in order assist site management in their day to day tasks.
3. To provide a prompt & efficient service to haulage sub-contractors and to assist them wherever safe, practical and necessary.
4. To report to the site management any breach of rules, act of dishonesty, malpractice or corruption by any member of the public, visitor to the site, or member of staff.
5. To be courteous to customers at all times, thereby providing exemplary customer service.
6. Acting as first point of contact for any vehicles to resolve any issues/problems with the delivery / collection of the goods e.g. if delivered too late, and reporting/recording accordingly.
7. Ensuring that all Health & Safety measures are adhered to by any member of staff/person at the weighbridge facility, including the wearing of Personal Protective Equipment and advising them accordingly.

### OTHER DUTIES

1. Develop and maintain own professional knowledge, skills and experience including “on the job” training, self-development activities and networking with fellow employees.
2. Maintaining and developing effective relationships with all customers including all other areas of the company.
3. To be aware of, and conversant with, the relevant details of the waste management permit, integrated management system, risk assessments, COSHH assessments, emergency procedures and other relevant health & safety and environmental documents as directed by the site management.
4. To assist site management to control and co-ordinate a safe and efficient operation of site in accordance with management instructions, health & safety and legislative requirements such as working plans, planning permissions, waste management permit etc.
5. Updating IWS with price changes / agreements / weights relating to the transfer station operations. (This also includes TWM tasks, but once office refurb is complete the task at hand will be solely transfer station related)
6. Reacting to customer enquiries be it weight requests, Invoice queries, service requests etc.
EXPERIENCE REQUIRED

Proficient with MS Office
Good oral and literary skills
Have the ability to prioritise and work on your own initiative
Self-confident and the ability to organise and direct incoming and outgoing vehicles

EXPERIENCE DESIRED

Previous experience working within the waste sector
The ideal candidate will have previous weighbridge operation experience

CONTACTS – Transfer Station Manager, Commodities Manager, Director, Transport Manager