

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Weighbridge Operator	JEID	G0112
Salary Grade:	Grade D		
Team:	Waste Management		
Service Area:	Sustainable Communities		
Primary Location:	Lower House Farm WTS+HWRC		
Political Restriction	This position is not politically restricted.		
Responsible to:	Site Manager		
Responsible for:	N/A		

Role Purpose

This role is to provide an effective weighbridge operation service at a Household Waste Recycling Centre and Transfer Station enabling a range of users to tip and pay for waste services.

Role Responsibilities

This role is responsible for operating the weighbridge including liaising with drivers, contractors, trade waste producers and the public as well as accepting payments.

This role is responsible for providing an effective weighbridge service at a Household Waste Recycling Centre and Transfer Station. This includes:

1. Managing the weighbridge facility and successfully carrying out all weighbridge transactions.
2. Greeting contractors, drivers, the public and trade waste weighbridge users.
3. Ensuring the weighbridge transaction and tickets comply with procedures to ensure compliance with all relevant legislation.
4. Accepting credit card payments for transactions.
5. Ensuring regular maintenance and calibration are carried out to ensure accurate performance.
6. Identify wastes, use waste codes and give advice on safe disposal of different types of waste including hazardous waste.
7. Promoting trade waste services and maximising trade waste recycling.
8. When required, meeting and greeting the public as they arrive on site to give advice and maximise recycling.

9. Collating weighbridge data on spreadsheets, checking information, uploading or sending information by e-mail and where appropriate processing invoice payments.
10. Giving health and safety site inductions to visitors.
11. Any other tasks and duties which may be required on an ad hoc basis to effectively operate a Household Waste Recycling Centre and Transfer Station.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Literate and numerate with good mental arithmetic skills for dealing with weights and measures and handling credit card payments.	A, I
English and Maths GCSEs grade C or above.	D
An understanding of the issues around waste management.	A, I
Excellent customer service, communication and people skills and understanding of how to communicate with a range of different people including experience of dealing with difficult customers.	A, I
Experienced user of information and communications technology including word processing, spreadsheets and e-mail.	A, I
Successful experience and understanding of how to work in partnership with others, within a team and with external partners.	A, I
Well organised: plans ahead to ensure that work is completed to deadlines.	A, I
Able to handle a variety of tasks concurrently and effectively being able to manage a number of competing demands.	A, I
Experience of cash handing and effective management of money	A, I
A knowledge of and commitment to the Council's Equal Opportunities policy and its application in the context of information on waste management.	A

Desirable Criteria

Assessed By:

Experience of working within a waste management setting.	A, I
Knowledge of relevant waste legislation and waste types.	A, I
Weighbridge operator certificate	D
Experience of operating a weighbridge	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery

<input type="checkbox"/> Work involving food handling	<input checked="" type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	