

Post Specification

Post Specification - Key Information

- **Post Title: Weighbridge Operative & Administrator (WTS MRF)**
- **Date: May 2025**
- **Post Group Number: 9034**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS7**
- **Final Grade: 7**

To be read in conjunction with the job family role profile.

Service Area Description

Operational services – Barrow Waste Material Recycling Facilities (MRF)

Purpose of this Post

To ensure that all waste and recyclables are processed through the Weighbridge in an effective and efficient manner and that accurate and compliant records are kept.

To support in the smooth running of the site.

To direct / instruct site visitors on how to use the Weighbridge and the site.

Key Job Specific Accountabilities

- To ensure that only permitted waste streams as defined in the sites Waste Management License are processed through the Weighbridge and to ensure that non-conforming wastes are dealt with according to the site's working plan.
- To accurately record waste coming into the site and ensure that accurate and compliant records are provided to Waste Management and statutory bodies.
- To ensure that all health and safety procedures, codes of practice and Council policies are adhered to at all times by both Council staff and site visitors.
- Where required to assist in the Operations of the site as directed by Line manager, working as part of the team to meet shared goals.
- To conduct all activities in a manner in line with the Council's Plan, promoting a positive image of the Council.
- To communicate effectively within the team, with other teams and across the Council as a whole.
- To carry out all duties in accordance with the Council's Health & Safety policies and procedures.
- To have due regard to equality and diversity at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all cultures.
- To undertake other duties and responsibilities appropriate to the role and as identified by the postholders' line manager.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** None

Essential Criteria

Qualifications:

Minimum level 2 NVQ or equivalent.

Knowledge:

Knowledge of health safety standards/ regulations and awareness of best practices.
Good literacy and numeracy skills

Experience:

Experience of working with administrative systems and ICT software
Experience of managing a weighbridge

Expertise:

Ability to understand and interpret oral and written instructions and work within set deadlines
Ability to work as part of a team and support others to achieve shared goals
Ability to remain calm under pressure
Ability to work under own initiative

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Minimal
- **Physical Demands:** Normal effort required
- **Working Conditions:** Some direct exposure to refuse/waste

Other Factors:

- Willing to develop new skills
- To converse with ease with site visitors and provide information and instruction in accurate spoken English
- Willingness to work out of hours if required, working week will include weekends and bank holidays.