


JOB DESCRIPTION

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| Position/Title | Weighbridge Supervisor | |
| Department | Planning & Logistics | |
| Location | Station Road, Blackrod, Bolton | |
| Hours | 37.5 hours per week, Monday to Friday (shifts between 6.30am and 6.00pm, on a rota basis with other members of the team 1 in 4 Saturdays 7.00am to 12.30pm are also required) | |
| Job Banding | Band 3 | |
| Reports to | Waste, Commodities & Planning Manager | |
| Other Key Relationships | Operations Director Managing Director Planning & Logistics Team Commercial & Marketing Team Operations Manager MRF Supervisor | Customers, Hauliers and Suppliers Transport Manager Finance Team Drivers Yard Team Health, Safety & Compliance |
| General Summary | <p>To take responsibility for the day to day operation of the weighbridge, making sure that all HSE, Environmental and Quality rules and regulations, as well as site processes and procedures are complied with.</p> <p>To develop, lead and drive the continuous improvement of the Weighbridge team in order to ensure the most efficient and effective operations possible.</p> <p>To work in partnership with the transport, yard, and finance teams to achieve the best results for compliance and customer service.</p> | |
| Core Responsibilities | <ul style="list-style-type: none"> Responsible for the day to day management of the weighbridge systems in accordance with waste management regulations and Company policy and procedures. Responsible for ensuring that processes are in place to open/close the weighbridge correctly, making sure all systems are working as required and all staff are aware of their responsibilities to this effect. Supervise team members in duties and performance, providing feedback where necessary and carrying out probation and appraisal reviews, reporting strengths and weaknesses to management. Ensure all administrative tasks associated with the Weighbridge staff are completed, including BrightHR updates, information for payroll and holiday rotas. Train new team members in company standards, customer service and job duties. Operate the weighbridge, accurately logging all vehicles and weights entering/leaving the site, and directing vehicles to the appropriate loading/unloading areas, ensuring that traffic flows effectively at all times. Check incoming loads and documentation, ensuring compliance with site licence and permitted waste types, reporting any anomalies/errors/contamination to the appropriate staff immediately. Responsible for ensuring the road sweeper is carrying out the required duties effectively and thoroughly, including walkaround checks and completing relevant documentation. Ensure that vehicles have the necessary paperwork for forward movements from the site to destination. | |

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| | <ul style="list-style-type: none"> • Deal effectively and professionally with all queries from drivers and customers, taking ownership for resolving any issues proactively or directing to other members of the team where necessary. • Responsible for carrying out daily checks on jobs, ensuring they have correct pricing, weights and PO numbers before signing off to accounts. • Ensure that the weighbridge is covered and attended during all opening times. • Complete appropriate documentation, in accordance with legal guidelines. • Communicate effectively with the team using radios, telephone and email system. • Liaise with yard staff regarding grades of product and quality of loads. • Liaise with Transport Office to manage daily scheduled loads. • Liaise with Credit Control directly with regards to customer credit account queries. • Deal effectively and professionally with all queries from drivers and customers, taking ownership for resolving any issues proactively or directing to other members of the team where necessary. • Take cash/card payments in accordance with Company processes and data protection regulations. • Comply with all Health, Safety, HR and Environmental policies and procedures. • Liaise with customers regarding expiring waste carrier licences, updating new details on the system when confirmed. • Compile relevant reports as required for management team. • Conduct site inductions for all new customers, ensuring they are aware of site rules and distributing information and guidance accordingly. • Report and follow up on any Weighbridge defects, issues or damages as per procedure to the relevant staff member in a timely manner. • Ensure the Weighbridge and Weighbridge office is kept clean, tidy and hazard free, and is presented in a professional manner. • Assist with general administrative duties, such as answering phones and directing calls. • Ensure all activities are 100% customer focussed. • Any other duties commensurate with role as requested by the Waste, Commodities & Planning Manager and/or Operations Director. |
| Health and Safety | <ul style="list-style-type: none"> • All individuals have a responsibility, under the Health and Safety at Work Act (1974) and any subsequent regulations, to ensure that the Company's health and safety policies and procedures are complied with to maintain a safe environment for our employees, customers, and site visitors. • Challenge staff and site visitors who do not follow the site safety procedures. • Assist in maintaining the health, safety, and welfare of people (including yourself) • Follow the Company guidelines in reporting faulty or defective equipment. • Ensure all staff, customers and visitors are wearing the appropriate PPE. • Report any risks or near misses to the Health, Safety & Compliance Manager. |
| Personal and Professional Development | <ul style="list-style-type: none"> • Undertake any necessary activities to ensure that your own professional qualifications are maintained. • Ensure ongoing personal and professional development by participating in performance reviews as requested. • Identify and undertake activities to develop knowledge, skills and understanding where any gaps have been identified. |

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| Confidentiality and GDPR | <ul style="list-style-type: none"> All staff must maintain the confidentiality of information about the Company, employees, or our customers in accordance with the Data Protection Act 2018. Individuals must not, without prior consent disclose any information relating to the Company, employees, or our customers. |
| Governance | <ul style="list-style-type: none"> Support the Company to work within the specific regulations such as governance and frameworks for the industry. |
| Policies and Procedures | <ul style="list-style-type: none"> All employees and site visitors are required to comply with the policies and procedures in place at J. Dickinson & Sons (Horwich Ltd), without exception. |
| Company Values |  |

| PERSON SPECIFICATION | | |
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| | ESSENTIAL | DESIRABLE |
| QUALIFICATIONS | Good standard of education, inc. GCSE or equivalent in English and Maths | |
| EXPERIENCE | Proven experience working in a waste/ transport/ logistics role in a fast-paced, busy environment | Experience within the recycling, waste or comparable plant industries Experience of line management and team development |
| SKILLS & KNOWLEDGE | <p>Good organisational skills, with the ability to prioritise work and manage multiple demands</p> <p>Ability to work effectively, and to meet deadlines, in a fast-paced, high-volume operation</p> <p>Strong people management and effective leadership skills</p> <p>Excellent communications skills with the ability to build good working relationships, both internally and externally</p> <p>Extremely customer-focused with a good manner, both in-person and on the telephone</p> <p>Able to work proactively, independently and on own initiative</p> <p>Good numeracy, literacy and IT skills</p> <p>Good attention to detail, thorough and accurate</p> <p>Good problem-solving skills</p> <p>Adaptable and able to work effectively as part of a team</p> <p>Ability to work collaboratively with other areas of the business to maximise productivity</p> <p>Ability to work under pressure while remaining calm and resilient</p> <p>Able to react quickly and positively to instruction from senior management</p> | <p>Understanding of waste management industry and related legislation</p> <p>Knowledge of Waste Logistics system</p> |

| | ESSENTIAL | DESIRABLE |
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| <i>OTHER</i> | <p>Well presented with a confident and professional manner</p> <p>Demonstrates commitment to own and others' learning and development</p> <p>Thrives under pressure, remaining focussed on achieving tasks</p> <p>Relentlessly pursues the highest standards of performance required to deliver the best results for the company</p> <p>Reliable, punctual and good levels of attendance</p> <p>Positive attitude to change and the need for flexibility in planning and behaviours</p> <p>Takes personal accountability for delivering tasks as instructed</p> <p>A commitment to the values of J. Dickinson & Sons</p> | |