

West London Waste

Job Description

Job Title:	Traffic Controller
Responsible to:	Chargehand
Responsible for:	No supervisory responsibilities
Main Function of Job:	Controlling safe management of all vehicles, equipment and plant, directing traffic to ensure maximum separation of materials
Salary:	Scale 5-6 £24,159 - £29,017 (Incl. London weighting) Rota to cover operational and customer requirements
Basic Hours:	36 hours per week
Principal Location:	Abbey Road Waste Transfer Station, Brent NW10

Duties and responsibilities:

1. To control and manage articulated bulkers, LGVs, Municipal vehicles, vans, plant and customers within a busy operational site.
2. To segregate and extract material to ensure maximum recycling and recovery of materials and diversion of waste from landfill / energy recovery.
3. To be familiar with and comply with West London Waste policies and to ensure staff adhere to the policies especially Health and Safety, e.g. the use and wearing of PPE at all times, and to perform all duties so as not to prejudice the health and safety of any users of the site, including all colleagues.
4. To ensure that all dangerous occurrences, incidents or accidents are reported immediately to the chargehand.
5. To operate in a competent manner all types of vehicles, equipment and plant utilised in any operations carried out at the site.
6. To work within a team, carry out all duties in a responsible and professional manner, work collaboratively with colleagues and show initiative and flexibility in meeting the necessary priorities so as to enhance the efficiency of the site operations.
7. To ensure maximum separation for recycling all materials including metal, cardboard, wood, paper and green waste. To ensure all hardcore, soil, rubble and similar materials

are kept clean of contaminants and ensure materials are separated effectively to increase value and reduce cost.

8. To meet and greet all users of the site in a friendly and informative manner, advise all what materials are accepted, direct them to the correct area for recycling of their materials and to reduce contamination.
9. To communicate with Chargehands and the weighbridge the types and value of materials being deposited by customers, advising site users what materials are accepted at the site and those materials for which a charge will need to be made.
10. To carry out cleaning duties within the sites, i.e. site sweeping, office cleaning, canteen cleaning, litter picking, grass cutting, sign cleaning.
11. To assist the Chargehand to ensure the site is operated in compliance with health and safety policies, the site permit and all applicable environmental legislation and report any breaches or near misses to the Chargehand.
12. The post holder must be physically fit, lifting and carrying materials, climbing in and out of vehicles and operating traffic control barriers.
13. Where reasonably requested by Chargehands or Managers, to be adaptable/flexible and prepared to undertake additional duties and/or working patterns in order to meet the exigencies of the service, including maintenance duties, operation of the weighbridge, etc., if required.
14. To perform any other duties or responsibilities as reasonably may be requested and that do not exceed the skills and abilities required of the post and/or post holder, including flexibility to work on other West London Waste or Borough Sites.

West London Waste Authority is continually reviewing its structures and ways of working in order to provide the best services possible for residents, in the most efficient way. As a result, through appropriate consultation with staff and representatives, the key tasks in any job may be varied and the post holder will be expected to take on such variations consistent with the level of responsibility of the post.

PERSON SPECIFICATION: Traffic Controller, Transfer Station RECRUITMENT AND SELECTION

Values and Behaviours	Essential (E), Desirable (D)	Assessed by; Application (A), Interview (I), Test (T) or Other (O)
I am flexible in my work and can change what I'm doing in order to meet priorities	E	I
I treat everyone fairly, with respect and value differences.	E	A,I
I do what I say I will do, when I've promised to do it, or let people know why not	E	A,I
Skills		
Communicating with customers and colleagues on a busy site	E	A, I
Assessing loads and directing traffic to get the best value out of the materials	E	A, I
Competent in the use of: <ul style="list-style-type: none"> • wheeled 360 material handler • loading shovel • on-site RoRo shunter • Banksman and traffic control • Weighbridges and computer systems 	D	C Training will be provided and basic competence will be expected within 12 months
Experience		
Working co-operatively within a multi-skilled environment	E	A, I
Working safely with machinery and equipment	E	A, I
Customer focused within a dynamic decision making environment	E	A, I