



JOB TITLE : Weighbridge Operator
JOB GRADE : KRL05
DEPARTMENT: Commercial

JOB PURPOSE

The Weighbridge Operator Shall be operating the weighbridge, ensuring safe control of vehicles in and out of the yard and accurate recording of materials from site.

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

1. Provide general administration support to the site operations.
2. Deal with all enquiries regarding weighbridge operations
3. Preparation of weighbridge reports
4. Ensure the Company's weighbridge procedures are always adhered to.
5. Co-ordinate with relevant personnel to ensure the correct processing of all loads.
6. Ensure compliance by all with the Company Health and Safety Policy
7. Ensure site accounting records are kept accurate and up to date,
8. Ensure that reporting requirements for the company are met.
9. Liaise with project accountant to ensure monthly claims are issued on time.
10. To ensure all drivers and visitors are wearing appropriate approved PPE.
11. Safely control vehicles in and out of the yard passing data onto the yard
12. Weighing material and producing weighbridge ticket
13. To produce an accurate weighbridge ticket for all loads entering and leaving the site.
14. Completion of documentation and checking duty of care paperwork
15. Matching reports and checking data
16. Data entry and updating reports.
17. Liaise with the Weighbridge supervisor regarding site departure.

REPORTING RELATIONSHIPS

- a) Reports to:**
Weighbridge Foreman

b) Other Jobs Reporting to (a) above

None

c) Number and level of immediate subordinates:

None

ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

a) Professional Qualifications :

- Full Grade 12 Certificate
- Relevant Diploma/Certificate
- ZCILT certificate
- Certificate in role relevant qualification
- Computer literacy
- Valid Silicosis Certification

c) Minimum Relevant Pre-Job Experience:

- Minimum 2 years' experience in weighbridge operations

c) Skill Specifications:

- Good interpersonal skills
- Good communication skills
- Analytical and Organizational skills
- Good report writing and oral presentation skills.

d) Other Attributes (Personality Traits)

- Attention to details,
- Honest and reliable with high moral strength
- A high degree of integrity
- Ability to work with minimum supervision.

