


Job Description Template			
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	Creation Date: 25/05/18	Next Review Date: 25/05/20	

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Job Description – Chemist

Department/location:	Transfer Station / Honiton
Hours of work:	Monday to Friday, 0830-1700
Reports to:	Transfer Station Site Supervisor, Technical Manager
Holiday:	25 days plus 8 bank holidays
Other benefits:	Company pension Bonus scheme Death in Service benefit

General:

You will be working as part of a team within the Transfer Station, receiving and repackaging hazardous waste. The position is a varied role, assisting the other members of the team in the general Transfer Station operations and ensuring compliance with the site Permit.

Main Duties:

- Testing / Sorting and Bulking of drum/package waste materials.
This includes a wide variety of waste streams from simple oil based waste to other more hazardous chemicals.
- Maintain Database and manual records for the Transfer Station as required.
- Checking and completion of relevant paperwork for materials received / stored and dispatched, including relevant records keeping.
- Washing of empty contaminated containers and cutting up if necessary.
- Drive to customer sites to list wastes, obtain samples, inspect / label and pack materials if required.
- Shrink-wrapping, labelling and preparing of loads for onward disposal including generating the relevant paperwork.
- Unloading / loading of vehicles if required.
- Provide technical advice on chemicals to departmental members and other divisions as required


General H&S Responsibilities:

- Comply with Health & Safety requirements: as per training, policies, procedures, risk assessments, method statements, safe systems of work etc.
- Actively seek to improve safety culture.
- Report any H&S issues/accidents/near misses to your line manager immediately.

Other General Responsibilities:

- Attend training as required to maintain personal qualification/competence.
- Comply with the Company Equal Opportunities Policy and promote equality.
- Any other duties as required by line management, commensurate with the post holder's level of training and competence.

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Person Specification

Qualifications/Training	E / D*	How assessed***
HNC/HND/Degree in Chemistry	E	Application/CV
Full car driving licence	E	Application/CV
Fork lift licence (counterbalance)	D	Application/CV
Experience		
Must be computer literate	E	Application/CV
Specific Post Knowledge/Skills		
Experience in waste transfer environment	D	Application/CV
Personal Characteristics		
Good customer service manner	E	CV/I
Conscientious to work independently and safely	E	Interview
Numerate and literate to process paperwork associated with post	E	Application/CV
Due to the nature of the work, must be prepared to carry out lifting work both inside and outside in all weathers	E	Application/CV
Must be supportive of colleagues and willing to help others	E	Interview
Keen to learn new skills and develop own knowledge	E	Interview
Flexible approach to working hours	E	Interview

*Essential or Desirable

**Essential but may be achieved post-employment

***Application Form or CV; Interview; Presentation; Practical Assessment