


<b>Job Description Template</b>			
	<b>Document Number:</b> FG_HR_P.01 Form 08	<b>Version no:</b> 2	<b>Page</b> Page 1 of 2
	<b>Creation Date:</b> 25/05/18	<b>Next Review Date:</b> 25/05/20	

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## Job Description – Chemist

<b>Department/location:</b>	Transfer Station / Honiton
<b>Hours of work:</b>	Monday to Friday, 0830-1700
<b>Reports to:</b>	Transfer Station Site Supervisor, Technical Manager
<b>Holiday:</b>	20 days plus 8 bank holidays
<b>Other benefits:</b>	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
<b>Experience</b>		
Must be computer literate	E	Application/CV
<b>Specific Post Knowledge/Skills</b>		
Experience in waste transfer environment	D	Application/CV
<b>Personal Characteristics</b>		
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