


<b>Site Chemist</b>			
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Review Date:	10/07/2024	Next Review Date:	10/07/2026

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### Job Description

<b>Department/location:</b>	Treatment & Transfer South / Honiton
<b>Hours of work:</b>	Monday to Friday 0830-1700
<b>Reports to:</b>	Technical Operations Supervisor, Transfer Station Manager
<b>Holiday:</b>	25 days holidays plus 8 bank holidays
<b>Other benefits:</b>	Bonus Scheme Death in Service benefit Private Healthcare Company Sick Pay

### 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/packaged 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
- Liaising with customers and/or in-group and third-party disposal sites
- Assisting with general administrative duties associated with the running of the transfer station


### 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:

- Maintain the physical security of FIS equipment in your possession along with any goods transported in accordance with Company Security policies.
- Maintain the security and confidentiality of Company information and data in accordance with Company IT Security and Data Protection policies.
- 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/Interview
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