

BIFFA WASTE SERVICES LIMITED
CARDIFF WASTE MANAGEMENT RESOURCE CENTRE

STAFF RESPONSIBILITIES SUMMARY

Managerial Level

Regional Operations Manager/Director (Office Based)

- Company Overview and strategic business input.
- Operations input.
- Business development.
- Financial Overview and control.
- Compliance Issues.

Operations Manager (Site Based)

- Financial control on a day to day basis.
- Operations control on a day to day basis.
- COTC Holder.
- Compliance with Environmental, Health and Safety and Quality requirements.
- Management of site staff.
- Operational compliance and maintenance scheduling.

Operative Level

Weighbridge Clerks

- Reception of loads and dispatch of loads. Waste destined for treatment at the aggregate recycling facility will be clearly identified at the weighbridge
- Duty of Care checks in terms of load inspection and confirmation of appropriate paperwork.

Admin Assistants

- Clerical support to operations including sales and general administration duties.

LGV Driver / Machine Drivers / Site Operatives

- Collection and delivery of materials.
- Unloading and loading of materials.
- Appropriate storage of operational materials and waste materials.
- Undertaking maintenance and cleaning schedules.
- Compliance with environmental, health and safety and product requirements.