

Job Description

Job title	Traffic Marshall	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

To provide services associated with the role of Traffic marshalling. Assist in driving the front of house and Weighbridge image. Point of contact for contractors and visitors in accordance with EMCOR specification and Health and Safety regulations. Coordinate the traffic flow and loading requirements of the site Weighbridge, organising lorries for load slots as necessary. Ensuring implementation of continuous improvement initiatives and best practice techniques. Ensure that at all times you are courteous and polite to visitors and persons requiring these services.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Recording driver details e.g. driver induction, company, load
- Ensuring that drivers have an in date drivers swipe card. If not sending them to the main site reception to complete an induction.
- Co-ordinate with the clients Sundries Weighbridge for SDC loadings.
- Ensure there are no long stay drivers in the waiting area.
- Ensure that all drivers have the specified PPE.
- Directing traffic when necessary during busy periods on the Sundries Weighbridge.
- Liaise with Security Supervisor and take all necessary practical steps to ensure holiday and sickness cover is provided for all shifts.
- Assist the site team with any major incidents in line with the emergency procedures and business continuity plans.
- Attend Toolbox Talks.
- Deal with varied types of communication at all levels in a professional manner in accordance with operating procedures.
- Be enthusiastic and committed, providing a professional, high quality service to the Company and Client.
- Ensure all necessary information is exchanged between the Loading Bay Supervisor and Security Supervisor (first line supervisor) and relevant shift members during the shift handover both verbally and via the shift handover book.
- Be conversant with all statutory compliance processes and procedures.
- Ensure that the company's Health & Safety policy is properly implemented and adhered to.
- Ensure all EMCOR policies, procedures and standards are in place and adhered to.

Job Description

- Complete all required paperwork to the required standard within the company and Client time schedules.
- Ensure the EMCOR Code of Conduct is complied with.
- Attend appropriate training where necessary.
- Ensure appropriate PPE is worn at all times.
- Manage the cleaning and upkeep of the Weighbridge and Security areas ensuring exceptional standards at all times.
- To carry out any reasonable other duties requested by management.
- Ensure all necessary information is exchanged between the Loading Bay Supervisor and Security Supervisor (first line supervisor) and relevant shift

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Ability to work outside in all weather conditions.
- Ability to work alone
- Outstanding communication, both written and verbal, across all levels of internal and external interface
- Calm, professional manner, but able to make firm and timely decisions
- Proven organisation skills
- Excellent interpersonal and customer relationship skills
- Experience in the use of hand-held radios.

Other factors relevant to the job

Job Description

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

--

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	