

Job Description:   
Security Weighbridge / Security Officer

|  |  |  |
| --- | --- | --- |
| Function: | Security | |
| Position: | **Security Weighbridge/Security Officer** | |
| Contract Days: | As Required Shifts– Days / Nights | |
| Contract Hours: | 20 hrs | |
| Pay Rate: | £8.62 per hour | |
| Hours of work: | Shifts– Days / Nights | |
| Immediate manager  (N+1 Job title and name): | Peter Kitchen, General Services Manager. | |
| Position location: | Phillips 66 Humber Refinery | |
|  | |
| 1. Purpose of the Job – State concisely the aim of the job. | | | |
| The following is a guidance intended to create uniformity across the shifts  **General Duties**  The main duties will consist of the following: -     * All personnel /vehicle access & exit control to site * Monitoring the operation of all site barriers * Monitoring close circuit TV (CCTV) cameras. * Updating of Phillips 66 records as appropriate. * Routine security patrols. * Record and report all faults on any associated equipment as required. * Carry out random vehicle speed checks. * General administration duties. * Responsible for weighing of HGV vehicles and issuing weighbridge tickets.   The gatehouse is to be kept clean and tidy at all times. | | | |
| 2. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. | | | |
|  | | | |

|  |
| --- |
| 3. Main assignments – Shift Duties |
| * Assisting operating vehicle weighbridge for Phillips 66 operations and Phillips 66 customers when required. * Ensuring that the day to day running of the weighbridge is too the client expectations and reporting any issues to the client staff at the earliest opportunity. * Checking that drivers have reported to D-Gate for induction checks and for access passes to be issued were appropriate. * Ensuring the required number of bag and vehicle searches are completed each week. * Monitoring the operation of 11th Street barriers and close circuit TV (CCTV) cameras and report any faults to the security team leader. * Ensuring gatehouse is kept clean and tidy at all tim**es.** * Operating North Storage weighbridge at client request or allocating appropriate staff in conjunction with the Security Team Leader. * Vehicle Pass figures are collated and entered onto spreadsheet |

|  |
| --- |
| 4. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Valid SIA Licence * Full UK Driving Licence * At least 2 years previous security experience. |

|  |  |  |  |
| --- | --- | --- | --- |
| Version | 1 | Date | 19/07/17 |
| Document Owner | J Young | | |

|  |
| --- |
| 5. Signature   * I agree that I have been fully briefed on my job role and that my job description has been explained.   Employee’s Signature:  Employee’s Name:  Date:  Manager’s Signature:  Managers Name:  Date: |