

Weighbridge operator Job Description

A free job description template for the Waste management industry

Company Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This weighbridge operator job description template reflects Australian workplace standards and waste industry practice at the time of publication. It is a general guide only and does not constitute legal advice. Confirm the applicable classification, licence requirements and pay rate against the Waste Management Award 2020 (MA000043) and the actual duties of the role before advertising. For complex coverage questions, seek independent legal or HR advice.

1. Position overview

A weighbridge operator is the gate of a waste facility. Every vehicle is weighed in and out, the load is recorded against a customer and a waste stream, and a docket is issued that becomes the basis for both the invoice and the site's regulatory reporting.

It is a customer-facing role as much as an administrative one. The operator is the first person a contractor or member of the public speaks to, often while a queue is building behind them. Under the Waste Management Award the role sits at Level 3.

2. Key responsibilities

Weigh vehicles in and out

Record gross and tare weights accurately for every vehicle entering and leaving the site.

Record the load against the correct stream

Classify each load by material type and customer so disposal and reporting are correct.

Issue dockets and process payment

Produce weighbridge dockets, take payment from casual customers and apply account terms for contract customers.

Direct traffic on site

Tell drivers which tipping face or bay to use and keep the queue moving safely.

Reject or escalate non-conforming loads

Identify material the site is not licensed to accept and escalate before the vehicle proceeds.

Maintain records for reporting

Keep accurate daily records that support levy, licence and environmental reporting obligations.

3. Skills and attributes

- Systems accuracy: Comfortable working in a weighbridge system where a mis-keyed stream becomes an invoicing and reporting error.
- Customer service under pressure: Stays courteous with a queue building and a driver disputing a charge.
- Attention to detail: Notices when a declared load and the visible load do not match.
- Numeracy: Handles weights, rates and payments accurately throughout the day.
- Site safety awareness: Directs heavy vehicles safely and understands the site traffic management plan.

- Record discipline: Keeps records that stand up when the site is audited.

4. Qualifications and requirements

Requirements for weighbridge operator positions vary by operator and vehicle class. These are the credentials Australian waste employers ask for most often.

- No formal qualification required — Not required. Most weighbridge operators are trained on the job in the site system and procedures.
- Weighbridge system training — Provided. Site-specific training on the weighing and docketing software.
- Class C driver licence — Commonly required. Needed to reach most facility sites and to move light vehicles on site.
- Cash handling experience — Desirable. Useful where the site takes payment from casual and public customers.
- Traffic management awareness — Desirable. Helpful for directing heavy vehicles safely around the tipping face.
- Certificate II or III in Waste Management — Desirable. Supports progression into facility supervision.

5. Working conditions

- Site-based work in a weighbridge office, with frequent outdoor contact with drivers
- Early starts aligned to the first vehicles arriving on site
- Exposure to odour, dust and heavy vehicle noise
- Sustained customer contact, including handling disputes
- Weekend work where the site opens to the public
- Accountability for records used in levy and licence reporting

6. Award information

Waste Management Award 2020 (MA000043)

Most weighbridge operator positions in Australia are covered by the Waste Management Award 2020 (MA000043). This role generally sits at Level 3, which pays \$1,180.58 a week or \$31.07 an hour for full-time and part-time employees, and \$38.84 an hour for casuals, from 1 July 2026. See the full Waste Management Award pay guide for every classification, penalty rate and allowance.

The rates include the industry allowance

Fair Work publishes these rates with the \$3.24 per hour industry allowance already included, because clause 16.2(b) makes it an all-purpose allowance — payable for all purposes including overtime and shift rates. Rate sites that strip it out quote a Level 1 rate around \$26.63 instead of \$30.11, and every penalty calculated from that lower base is understated.

7. Frequently asked questions

About the role

Q: What does a weighbridge operator do?

A weighbridge operator weighs every vehicle in and out of a waste facility, records the load against the correct customer and waste stream, issues dockets, takes payment, and directs drivers to the right tipping face. The records they keep feed both invoicing and the site's regulatory reporting.

Q: Do you need a qualification to be a weighbridge operator?

No formal qualification is required. Operators are trained on the job in the site's weighing system and procedures. A Class C driver licence is commonly needed, and cash-handling or customer service experience helps.

Q: What award level is a weighbridge operator?

Level 3 under the Waste Management Award, the same level as trainee drivers and drivers of vehicles up to 4.5 tonnes.

Q: Is a weighbridge operator a customer-facing role?

Very much so. The operator is the first point of contact for every contractor and member of the public entering the site, frequently while a queue is building. Composure matters as much as accuracy.

Pay and award

Q: How much does a weighbridge operator earn in Australia?

Under the Waste Management Award 2020, a weighbridge operator at Level 3 earns a minimum of \$1,180.58 a week or \$31.07 an hour as a full-time or part-time employee, and \$38.84 an hour as a casual, from 1 July 2026. These are legal minimums — many operators pay above them, and penalties apply for weekend, shift and overtime work.

Q: Do early starts attract a penalty rate?

Not inside the ordinary-hours span. The award opens ordinary hours at 4.00am, so a pre-dawn start is ordinary time at 100%. Paying a penalty for every early start is the most common overpayment in waste payroll. See the award guide for the full span.

Q: What are the weekend and public holiday rates?

Saturday is 150% for the first two hours then 200%, Sunday is 200%, and a public holiday is 250% — with Good Friday and Christmas Day higher again at 300%. Casual rates add 25 percentage points to each, except overtime, which adds 10.

Q: What is the minimum shift length?

Four hours. Casual employees have a minimum daily engagement of 4 hours and part-time employees must be paid a minimum of 4 hours for each day worked.

Hiring and rostering

Q: How do I write a weighbridge operator job ad?

Start from this template, then add the specific vehicle class, site and start time. Candidates for waste roles self-select strongly on start time and equipment, so being vague costs you good applicants. Our guide to writing a job description covers the structure.

Q: How do I keep licences current across a crew?

Store each licence and endorsement against the employee with its expiry date and get warned in advance — see licence and certification management. Rostering someone onto a task they are no longer certified for is the employer's exposure.

Q: How do I roster around early starts fairly?

Publish rosters with enough notice, rotate the earliest starts across the crew, and track actual versus rostered hours so the load is visible. Our guide to rostering waste collection staff walks through it.

Q: Can RosterElf track depot clock-ins?

Yes. GPS geofences around each depot or transfer station record where and when a shift actually started against what was rostered — the comparison an early-start or overtime question turns on months later.