

SKILLS FRAMEWORK FOR ENVIRONMENTAL SERVICES SKILLS MAP – WASTE AND RECYCLABLES COLLECTION EXECUTIVE																																
Sector	Environmental Services																															
Track	Waste Collection																															
Occupation	Executive																															
Job Role	Waste and Recyclables Collection Executive																															
Job Role Description	<p>The Waste and Recyclables Collection Executive assists with the management of waste and recyclables collection operations. This includes overseeing the management of organisational resources, collection routes, work procedures and schedules, incidents and reports to the management. He/She is also required to plan collection routes, compile and analyse data, recommend suitable operational plans and/or equipment to improve work processes and service quality of the organisation.</p> <p>He works in a waste management facility and performs site visits when necessary. He is expected to communicate with his stakeholders and clients as part of his role in performing operational duties.</p> <p>He is organised, responsive, approachable, able to multi-task and capable of interacting with stakeholders.</p>																															
Critical Work Functions and Key Tasks	<table border="1"> <thead> <tr> <th>Critical Work Functions</th> <th>Key Tasks</th> </tr> </thead> <tbody> <tr> <td rowspan="7">Manage waste and recyclables collection services</td> <td>Monitor waste and recyclables collection operations to ensure quality service delivery</td> </tr> <tr> <td>Ensure waste and recyclables collection teams adhere to safety measures during operations</td> </tr> <tr> <td>Evaluate relevant data and prepare appropriate reports for management</td> </tr> <tr> <td>Compile and analyse relevant data to provide recommendations to improve the waste and recyclables collection process</td> </tr> <tr> <td>Conduct research on existing and emerging trends in waste and recyclables collection</td> </tr> <tr> <td>Assist in the development and review of operation plans to improve work procedures and quality service delivery</td> </tr> <tr> <td>Implement operation plans to improve and track work processes and quality service</td> </tr> <tr> <td rowspan="5">Manage vehicle routing and scheduling</td> <td>Plan suitable routes for waste and recyclables collection</td> </tr> <tr> <td>Allocate planned collection routes to waste collection teams</td> </tr> <tr> <td>Source and recommend alternative waste and recyclables collection routes arising from seasonal peaks</td> </tr> <tr> <td>Provide appropriate advice to the team to ensure continuation of waste and recyclables collection operations on the affected routes</td> </tr> <tr> <td>Assist with the development and review of route planning procedures</td> </tr> <tr> <td rowspan="4">Manage inventory, equipment and maintenance schedule</td> <td>Control and allocate equipment and/or technologies and supplies to project sites</td> </tr> <tr> <td>Evaluate reported mechanical faults and inform appropriate persons</td> </tr> <tr> <td>Identify and recommend suitable equipment and/or technologies to improve waste and recyclables sorting operations</td> </tr> <tr> <td>Implement suitable equipment and/or technologies</td> </tr> <tr> <td rowspan="3">Manage teams</td> <td>Implement maintenance schedules of all appropriate tools and equipment</td> </tr> <tr> <td>Facilitate planning of deployment of manpower and work schedules</td> </tr> <tr> <td>Facilitate effective work processes</td> </tr> <tr> <td rowspan="3">Manage incidents</td> <td>Facilitate the capability development of staff</td> </tr> <tr> <td>Attend to enquiries from clients and team</td> </tr> <tr> <td>Guide team to respond to major incidents and emergencies</td> </tr> <tr> <td></td> <td>Assist in providing updates on major incidents and emergencies to the appropriate persons</td> </tr> </tbody> </table>	Critical Work Functions	Key Tasks	Manage waste and recyclables collection services	Monitor waste and recyclables collection operations to ensure quality service delivery	Ensure waste and recyclables collection teams adhere to safety measures during operations	Evaluate relevant data and prepare appropriate reports for management	Compile and analyse relevant data to provide recommendations to improve the waste and recyclables collection process	Conduct research on existing and emerging trends in waste and recyclables collection	Assist in the development and review of operation plans to improve work procedures and quality service delivery	Implement operation plans to improve and track work processes and quality service	Manage vehicle routing and scheduling	Plan suitable routes for waste and recyclables collection	Allocate planned collection routes to waste collection teams	Source and recommend alternative waste and recyclables collection routes arising from seasonal peaks	Provide appropriate advice to the team to ensure continuation of waste and recyclables collection operations on the affected routes	Assist with the development and review of route planning procedures	Manage inventory, equipment and maintenance schedule	Control and allocate equipment and/or technologies and supplies to project sites	Evaluate reported mechanical faults and inform appropriate persons	Identify and recommend suitable equipment and/or technologies to improve waste and recyclables sorting operations	Implement suitable equipment and/or technologies	Manage teams	Implement maintenance schedules of all appropriate tools and equipment	Facilitate planning of deployment of manpower and work schedules	Facilitate effective work processes	Manage incidents	Facilitate the capability development of staff	Attend to enquiries from clients and team	Guide team to respond to major incidents and emergencies		Assist in providing updates on major incidents and emergencies to the appropriate persons
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	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Skills & Competencies	Automation Research and Implementation	Level 3	Resource Management
Business Continuity Management		Level 3	Communication	Intermediate
Customer Management		Level 4	Digital Literacy	Intermediate
Data and Statistical Analytics		Level 4	Computational Thinking	Intermediate
Effectiveness Management		Level 4	Lifelong Learning	Intermediate
Emergency Response Management		Level 3		
Equipment and Inventory Management		Level 3		
Hazardous Material Management		Level 4		
Incident and Accident Investigation		Level 3		
Internet of Things Management		Level 4		
Knowledge Management		Level 3		
Learning and Development		Level 4		
Process Improvement and Optimisation		Level 4		
Process Quality Management		Level 4		
Risk Management and Administration		Level 4		
Robotics and Automation Application		Level 4		
Stakeholder Management		Level 4		
Strategy Planning		Level 4		
Transport Management System Administration		Level 4		
Transport Route and Schedule Planning		Level 3		
Waste Collection Management	Level 4			
Waste Material Loading and Unloading Administration	Level 3			
Workplace Safety and Health Culture Development	Level 4			
Programme Listing	For a list of Training Programmes available for the Environmental Services sector, please visit: www.skillsfuture.sg/skills-framework/environmental-services			

The information contained in this document serves as a guide.