

<b>SKILLS FRAMEWORK FOR ENVIRONMENTAL SERVICES</b>		
<b>SKILLS MAP – WASTE RECYCLING SUPERVISOR/WASTE RECOVERY SUPERVISOR</b>		
<b>Sector</b>	Environmental Services	
<b>Track</b>	Materials Recovery	
<b>Occupation</b>	Supervisor	
<b>Job Role</b>	<b>Waste Recycling Supervisor/Waste Recovery Supervisor</b>	
<b>Job Role Description</b>	<p>The Waste Recycling Supervisor/Waste Recovery Supervisor is responsible for overseeing the materials recycling and sorting operations. He/She conducts operational inspections to ascertain and verify uncontaminated recyclable materials. In performing most of these functions, he is also required to inspect mechanical equipment daily, evaluates reported mechanical faults and inform relevant teams to rectify issues.</p> <p>He works in the waste management facility, and is constantly exposed to unpleasant sights and smells and may at times be exposed to dangerous and/or toxic substances. He oversees the handling of potentially dangerous materials and ensures that all activities are completed in a safe and efficient manner.</p> <p>He is physically fit, responsive, able to multi-task and capable of interacting with stakeholders.</p>	
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>
	Manage waste sorting and materials recovery operations	Communicate assigned duties to the team
		Monitor waste sorting operations to ensure quality service delivery
		Monitor operations of lifting and loading machinery
		Ensure team adhered to safety measures during waste sorting operations
		Ensure the job and log record entries are updated accurately
	Manage inventory, equipment and maintenance schedule	Ensure waste sorting equipment is serviced on a regular basis
		Evaluate reported equipment faults and inform appropriate persons
		Provide recommendations on suitable equipment and/or technologies to improve waste sorting operations
		Coordinate the purchase of all materials and supplies necessary for waste sorting operations
		Coordinate with appropriate persons to schedule regular maintenance of waste sorting equipment
		Ensure stocks of tools and equipment are in order and replenishment orders are fulfilled in a timely manner
	Manage teams	Assist in planning work schedules and deployment of manpower
		Provide appropriate guidance to teams to ensure operations are running efficiently
		Facilitate effective work processes
	Manage incidents	Provide critical response to major incidents and emergencies
Report operational abnormalities to the appropriate persons		

	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)			
	<b>Skills &amp; Competencies</b>	Effectiveness Management	Level 3	Communication	Intermediate	
Emergency Response Management		Level 3	Problem Solving	Intermediate		
Equipment and Inventory Management		Level 3	Decision Making	Intermediate		
Hazardous Material Management		Level 3	Managing Diversity	Intermediate		
Incident and Accident Investigation		Level 3	Developing People	Basic		
Learning and Development		Level 2				
Process Improvement and Optimisation		Level 3				
Process Quality Management		Level 3				
Stakeholder Management		Level 3				
Waste Sorting Management		Level 3				
Workplace Safety and Health Culture Development		Level 3				
Workplace Safety and Health Performance Management		Level 2				
Workplace Safety and Health Practices Implementation		Level 3				
<b>Programme Listing</b>	For a list of Training Programmes available for the Environmental Services sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/environmental-services">www.skillsfuture.sg/skills-framework/environmental-services</a>					

The information contained in this document serves as a guide.