

SKILLS FRAMEWORK FOR ENVIRONMENTAL SERVICES SKILLS MAP – WASTE RECYCLING EXECUTIVE/WASTE RECOVERY EXECUTIVE		
Sector	Environmental Services	
Track	Materials Recovery	
Occupation	Executive	
Job Role	Waste Recycling Executive/Waste Recovery Executive	
Job Role Description	<p>The Waste Recycling Executive/Waste Recovery Executive assists with the management of waste sorting and materials recovery operations. He/She consolidates relevant data to research on the existing and emerging trends on waste and recyclables sorting processes. He also recommends suitable equipment and/or technologies to improve waste and recyclables sorting operations. He is required to evaluate reported mechanical faults to rectify issues. In performing most of these functions, he recommends and facilitate the implementation of effective work processes, maintenance schedules of equipment and manage incidents related to waste sorting operations.</p> <p>He works in a waste management facility where he is 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. He is also required to manage teams and incidents relating to waste sorting and materials recovery operations and to communicate with relevant stakeholders and clients.</p> <p>He is organised, responsive, approachable, able to multi-task and capable of interacting with stakeholders.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Manage waste sorting and materials recovery operations	Ensure quality service delivery for waste and recyclables sorting operations
		Ensure teams adhere to safety measures during waste and recyclables sorting operations
		Conduct final inspections on sorted waste and recyclables
		Report and recommend to the appropriate persons to initiate the transfer of sorted waste and recyclables to the appropriate destination
		Research and report on the existing and emerging trends on waste and recyclables sorting processes
		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 inventory, equipment and maintenance schedule	Control and allocate equipment and/or technologies and supplies to project sites
		Make critical decisions on reported equipment faults
		Identify and recommend suitable equipment and/or technologies to improve waste and recyclables sorting operations
		Implement suitable equipment and/or technologies
	Manage teams	Implement and/or initiate maintenance schedules of all appropriate tools and equipment
		Facilitate the planning of work schedules and deployment of manpower
		Facilitate effective work processes
	Manage incidents	Facilitate the capability development of staff
		Attend to enquiries from clients and team
		Guide teams to respond to major incidents and emergencies
		Assist in providing updates on major incidents and emergencies to the appropriate persons

	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)			
	Skills & Competencies	Automation Research and Implementation	Level 3	Resource Management	Intermediate	
Business Continuity Management		Level 3	Communication	Intermediate		
Customer Management		Level 4	Digital Literacy	Intermediate		
Data and Statistical Analytics		Level 3	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				
Waste Sorting Management		Level 3				
Workplace Safety and Health Culture Development		Level 4				
Workplace Safety and Health Practices Implementation	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.