

<b>SKILLS FRAMEWORK FOR ENVIRONMENTAL SERVICES</b> <b>SKILLS MAP – WASTE RECYCLING MANAGER/WASTE RECOVERY MANAGER</b>																									
<b>Sector</b>	Environmental Services																								
<b>Track</b>	Materials Recovery																								
<b>Occupation</b>	Manager																								
<b>Job Role</b>	<b>Waste Recycling Manager/Waste Recovery Manager</b>																								
<b>Job Role Description</b>	<p>The Waste Recycling Manager/Waste Recovery Manager manages the materials sorting operations. He/She oversees the inspected sorted waste and recyclables to reduce wastage. He evaluates the consolidated data and reports to develop/review operation plans to improve work procedures. He also collaborates with the appropriate stakeholders to transfer the sorted waste to the appropriate destination. He manages the implementation of new equipment, processes, maintenance schedules of tools and equipment and evaluates reported mechanical faults to rectify issues.</p> <p>He works in a waste management facility and in carrying out these functions, he is also required to manage teams and incidents relating to materials sorting operations and to communicate with relevant stakeholders and clients.</p> <p>He is organised, responsive, approachable, resourceful, service-oriented leader, able to multi-task and manage operations effectively.</p>																								
<b>Critical Work Functions and Key Tasks</b>	<table border="1"> <thead> <tr> <th><b>Critical Work Functions</b></th> <th><b>Key Tasks</b></th> </tr> </thead> <tbody> <tr> <td rowspan="7">Manage waste sorting and materials recovery operations</td> <td>Maintain oversight of all waste and recyclables sorting operations to ensure quality service delivery</td> </tr> <tr> <td>Ensure team adheres to safety measures during operation</td> </tr> <tr> <td>Oversee and manage the inspected sorted waste and recyclables</td> </tr> <tr> <td>Collaborate with the appropriate persons on the transfer of sorted waste and recyclables to the appropriate destination</td> </tr> <tr> <td>Evaluate recommended waste and recyclables sorting and/or recovery improvement processes</td> </tr> <tr> <td>Develop and review operation plans to improve work procedures and quality service delivery</td> </tr> <tr> <td>Drive the implementation of new and/or revised processes</td> </tr> <tr> <td rowspan="4">Manage inventory, equipment and maintenance schedule</td> <td>Manage the implementation of new technology and/or equipment and/or processes and/or maintenance schedules of all appropriate tools and equipment</td> </tr> <tr> <td>Review reported mechanical faults and determine appropriate actions to be taken</td> </tr> <tr> <td>Evaluate and select suitable equipment and/or technologies to improve operations based on organisation and service requirement</td> </tr> <tr> <td>Develop equipment maintenance schedules for tools and equipment</td> </tr> <tr> <td rowspan="3">Manage teams</td> <td>Manage the planning of work schedules and deployment of manpower</td> </tr> <tr> <td>Develop plans to promote good teamwork in alignment with organisational core values</td> </tr> <tr> <td>Manage the capability development of staff</td> </tr> <tr> <td rowspan="4">Manage incidents</td> <td>Analyse and manage major incidents and emergencies in collaboration with appropriate persons</td> </tr> <tr> <td>Make critical decisions to resolve major incidents and emergencies</td> </tr> <tr> <td>Review incident and emergency reports</td> </tr> <tr> <td>Manage and report incident and emergency investigations</td> </tr> </tbody> </table>	<b>Critical Work Functions</b>	<b>Key Tasks</b>	Manage waste sorting and materials recovery operations	Maintain oversight of all waste and recyclables sorting operations to ensure quality service delivery	Ensure team adheres to safety measures during operation	Oversee and manage the inspected sorted waste and recyclables	Collaborate with the appropriate persons on the transfer of sorted waste and recyclables to the appropriate destination	Evaluate recommended waste and recyclables sorting and/or recovery improvement processes	Develop and review operation plans to improve work procedures and quality service delivery	Drive the implementation of new and/or revised processes	Manage inventory, equipment and maintenance schedule	Manage the implementation of new technology and/or equipment and/or processes and/or maintenance schedules of all appropriate tools and equipment	Review reported mechanical faults and determine appropriate actions to be taken	Evaluate and select suitable equipment and/or technologies to improve operations based on organisation and service requirement	Develop equipment maintenance schedules for tools and equipment	Manage teams	Manage the planning of work schedules and deployment of manpower	Develop plans to promote good teamwork in alignment with organisational core values	Manage the capability development of staff	Manage incidents	Analyse and manage major incidents and emergencies in collaboration with appropriate persons	Make critical decisions to resolve major incidents and emergencies	Review incident and emergency reports	Manage and report incident and emergency investigations
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	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)			
	<b>Skills &amp; Competencies</b>	Automation Research and Implementation	Level 4	Leadership	Advanced	
Business Continuity Management		Level 4	Resource Management	Advanced		
Business Development		Level 4	Decision Making	Advanced		
Conflict Management		Level 5	Communication	Advanced		
Customer Management		Level 5	Digital Literacy	Advanced		
Data and Statistical Analytics		Level 5				
Effectiveness Management		Level 5				
Emergency Response Management		Level 3				
Equipment and Inventory Management		Level 3				
Incident and Accident Investigation		Level 3				
Internet of Things Management		Level 5				
Knowledge Management		Level 4				
Learning and Development		Level 5				
Market Research		Level 4				
Process Improvement and Optimisation		Level 5				
Process Quality Management		Level 5				
Risk Management and Administration		Level 4				
Robotics and Automation Application		Level 5				
Stakeholder Management		Level 5				
Strategy Planning		Level 5				
Waste Sorting Management		Level 3				
Workplace Safety and Health Culture Development		Level 4				
Workplace Safety and Health Practices Implementation		Level 4				
<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.