

<b>SKILLS FRAMEWORK FOR ENVIRONMENTAL SERVICES</b>		
<b>SKILLS MAP – WASTE TREATMENT SUPERVISOR/WASTE DISPOSAL SUPERVISOR</b>		
<b>Sector</b>	Environmental Services	
<b>Track</b>	Treatment and Disposal	
<b>Occupation</b>	Supervisor	
<b>Job Role</b>	<b>Waste Treatment Supervisor/Waste Disposal Supervisor</b>	
<b>Job Role Description</b>	<p>The Waste Treatment Supervisor/Waste Disposal Supervisor supervises the operations and maintenance of a waste management plant. He/She is required to establish protocols to treat and dispose waste, and guide team on work processes. He also establishes and implements work schedules and operations plans and evaluates the team's performance. He is required to inspect the condition of the waste treatment equipment and provide updates on operational problems to the appropriate person.</p> <p>He works in a waste treatment and disposal management plant, and oversees the handling, treatment, and disposal operations of potentially dangerous materials while ensuring that all activities are completed in a safe and efficient way. He is constantly exposed to unpleasant sights and smells and may at times be exposed to dangerous and/or toxic substances.</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 treatment and disposal operations	Communicate assigned duties to the team
		Monitor waste treatment and disposal operations to ensure quality service delivery
		Ensure team adheres to safety measures during waste treatment and disposal operations
		Ensure the job and log record entries are updated accurately
	Manage teams	Assist in planning work schedules and deployment of manpower
		Provide appropriate guidance to teams to ensure operations are running safely and efficiently
		Facilitate effective work processes
	Manage inventory, equipment and maintenance schedule	Ensure waste treatment and disposal equipment is serviced on a regular basis
		Evaluate reported equipment faults
		Supervise inspection equipment and/or facilities to ensure optimal functioning
		Provide recommendations on suitable equipment and/or technologies to improve waste treatment and disposal operations
		Coordinate the purchase of all materials and supplies necessary for waste treatment and disposal operations
		Coordinate with appropriate persons to schedule regular maintenance of waste treatment and disposal equipment and facilities
	Manage incidents	Attend to enquiries from clients and the team
		Provide critical response to major incidents and emergencies
Report operational abnormalities to the appropriate person		

	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		
Environmental Management System Policies, Standards, Procedures and Practices Management		Level 2	Decision Making	Intermediate		
Equipment Maintenance Management		Level 3	Managing Diversity	Intermediate		
Hazardous Material Management		Level 3	Developing People	Basic		
Incident and Accident Investigation		Level 3				
Internet of Things Management		Level 2				
Learning and Development		Level 2				
Process Improvement and Optimisation		Level 3				
Process Quality Management		Level 3				
Robotics and Automation Application		Level 3				
Stakeholder Management		Level 3				
Waste Disposal Management		Level 3				
Waste Treatment Management		Level 3				
Workplace Safety and Health Culture Development		Level 3				
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.