

<b>SKILLS FRAMEWORK FOR ENVIRONMENTAL SERVICES</b> <b>SKILLS MAP – WASTE TREATMENT EXECUTIVE/WASTE DISPOSAL EXECUTIVE</b>		
<b>Sector</b>	Environmental Services	
<b>Track</b>	Treatment and Disposal	
<b>Occupation</b>	Executive	
<b>Job Role</b>	<b>Waste Treatment Executive/Waste Disposal Executive</b>	
<b>Job Role Description</b>	<p>The Waste Treatment Executive/Waste Disposal Executive is responsible for assisting with the management of the operations and maintenance of a waste management plant, and ensures that the waste management plant complies with the appropriate organisational requirements. He/She consolidates relevant data and trends to conduct environmental impact assessments and improvise work processes. He also evaluates reported mechanical faults to rectify issues. In performing most of these functions, he recommends and facilitates the implementation and maintenance schedules of equipment and manages incidents related to waste treatment and disposal operations.</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. He also manages team and incidents relating to operations and maintenance of the waste treatment and disposal management plant and communicates with relevant stakeholders and clients.</p> <p>He is organised, responsive, approachable, 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	Ensure team achieved the given objectives are achieved and prevent contamination to the environment
		Ensure team adheres to safety measures during waste treatment and disposal operations
		Coordinate with appropriate persons to ensure the treatment plant complies with the organisational requirements
		Gather relevant data to conduct environmental impact assessments
		Research and report on existing and emerging trends in waste treatment and disposal processes
		Implement methods and standard operating procedures for waste treatment and disposal operations
		Implement operation plans to improve and track work processes in compliance with organisational requirements
	Manage inventory, equipment and maintenance schedule	Evaluate reported mechanical faults and inform the appropriate persons
		Identify and recommend suitable equipment and/or technologies to improve waste treatment and disposal operations
		Report on inspected equipment and/or facilities to ensure optimal functioning
		Implement suitable equipment and/or technologies in waste treatment and disposal
		Implement and/or initiate maintenance schedules of all appropriate tools and equipment
	Manage teams	Facilitate the planning of work schedules and deployment of manpower
		Facilitate effective work processes
		Facilitate the capability development of staff
	Manage incidents	Attend to enquiries from clients and teams
		Guide the team to respond to major incidents and emergencies
		Assist in providing updates on major incidents and emergencies to the appropriate person

	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
		Automation Research and Implementation	Level 3	Resource Management
	Business Continuity Management	Level 3	Communication	Intermediate
	Cleaning Chemical Handling	Level 4	Digital Literacy	Intermediate
	Customer Management	Level 4	Computational Thinking	Intermediate
	Data and Statistical Analytics	Level 4	Lifelong Learning	Intermediate
<b>Skills &amp; Competencies</b>	Effectiveness Management	Level 4		
	Emergency Response Management	Level 4		
	Environmental Management System Framework Development and Implementation	Level 3		
	Environmental Management System Policies, Standards, Procedures and Practices	Level 3		
	Equipment Maintenance Management	Level 3		
	Financial 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 3		
	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 Disposal Management	Level 3		
	Waste Treatment Management	Level 4		
	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.