

**SKILLS FRAMEWORK FOR ENVIRONMENTAL SERVICES
SKILLS MAP – WASTE TREATMENT PLANT MANAGER**

Sector	Environmental Services	
Track	Treatment and Disposal	
Occupation	Manager	
Job Role	Waste Treatment Plant Manager	
Job Role Description	<p>The Waste Treatment Plant Manager is responsible for managing the operations and maintenance of a waste treatment plant and ensures compliance with organisational requirements. He/She reviews the relevant data and trends to evaluate environmental impact assessments and improve work processes. In performing most of these functions, he is also required to manage the implementation, maintenance schedules of equipment and manage incidents related to waste treatment and disposal operations.</p>	
	<p>He works in the waste treatment and disposal management plant, overseeing the handling, treatment and disposal operations of potentially dangerous materials and ensures 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 is expected to manage teams and incidents relating to operations and maintenance of a waste treatment and disposal management plant and communicates 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>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Manage waste treatment and disposal operations	Maintain oversight of all waste treatment and disposal operations
		Ensure objectives are achieved and prevent contamination of the environment
		Ensure team adheres to safety measures during waste treatment and disposal operations
		Oversee the collaboration with appropriate persons to ensure the treatment plant complies with organisational requirements
		Evaluate environmental impact assessments
		Evaluate the recommended waste treatment and disposal improvement processes
		Develop and revise methods and standard operating procedures for waste treatment and disposal operations
	Manage inventory, equipment and maintenance schedule	Drive implementation of new and/or revised processes for waste treatment and disposal operations that complies with organisational requirements
		Manage the implementation of new technology and/or equipment and/or processes and/or maintenance schedules of tools and equipment
		Review reported mechanical faults and determine appropriate action to be taken
		Evaluate inspected equipment and/or facilities to ensure optimal functioning
	Manage teams	Evaluate and select suitable equipment and/or technologies to improve operations based on organisation and service requirements
		Develop equipment inspection and/or maintenance schedules of tools and equipment
		Manage the planning of work schedules and deployment of manpower
	Manage incidents	Develop plans to promote good team work that align with organisational core values
Manage capability development of staff		
Analyse and manage major incidents and emergencies in collaboration with relevant person		
Make critical decisions to resolve major incidents and emergencies		
	Review the submitted incident and emergency reports	

	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
		Automation Research and Implementation	Level 4	Leadership
	Business Continuity Management	Level 4	Resource Management	Advanced
	Business Development	Level 4	Decision Making	Advanced
	Cleaning Chemical Handling	Level 4	Communication	Advanced
	Conflict Management	Level 5	Digital Literacy	Advanced
Skills & Competencies	Customer Management	Level 5		
	Data and Statistical Analytics	Level 5		
	Effectiveness Management	Level 5		
	Emergency Response Management	Level 3		
	Environmental Management System Framework Development and Implementation	Level 3		
	Environmental Management System Policies, Standards, Procedures and Practices	Level 4		
	Hazardous Material Management	Level 4		
	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 3		
	Robotics and Automation Application	Level 5		
	Stakeholder Management	Level 5		
	Strategy Planning	Level 5		
	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		
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.