



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Facility Attendant
JOB GRADE:	LMO/TS 3
DEPARTMENT:	Waste Management Unit
REPORTS TO:	Operations Manager
MANAGES:	N/A

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

Under the direction of the Facility Operator, the incumbent is responsible to provide technical support at the treatment facility and perform day-to-day handling of waste storage containers at the treatment facility and on the assigned waste collection vehicle in an efficient manner and in compliance with the operations, maintenance, and health and safety plans and procedures of the waste treatment facility.

KEY OUTPUTS

1. Waste containers loaded/unloaded from collection vehicle
2. Waste materials inspected, sorted, weighed, & organised
3. Routine maintenance checks completed
4. Waste storage containers inspected, cleaned and sanitized
5. Facility operational area and grounds cleaned, sanitized and maintained
6. Stock of consumables, spare parts and personal equipment maintained
7. Safety and emergency response procedures implemented
8. Accidental spills, emergencies and equipment malfunctions reported

KEY RESPONSIBILITY AREAS

1. Conduct loading and unloading of waste storage containers received at the treatment facility in accordance with established Standard Operating Procedures.
2. Assist with the inspection, sorting, weighing, recording and organizing waste received at the facility.
3. Assist with operating the treatment equipment when necessary to ensure that daily treatment targets are met.
4. Assist with routine maintenance checks of equipment at the treatment facility as directed by the Facility Operator and Operations Manager.
5. Inspect and monitor condition of waste storage containers and report conditions observed to the Operations Manager and Facility Operator to ensure timely execution of corrective actions and proper upkeep.
6. Assist with the cleaning and sanitizing, on a daily basis, the Facility's equipment, collection vehicles, operational area, grounds, waste storage containers, waste storage area and trucking washing platform.
7. Assist with the monitoring of consumables stocks, emergency response kits and personal protective equipment, and advise Operations Manager and Facility Operator to facilitate timely procurement and ensure continuous availability.
8. Assist with the administering of basic safety and emergency response procedures according to Safety and Emergency Response Plans, when necessary according to the established guidelines.
9. Report all accidental spills, emergencies and equipment malfunctions occurring during collection and transportation.
10. Advise the Facility Operator and Operations Manager of all equipment malfunctions to ensure timely execution of corrective actions.
11. Assist in transferring equipment and furniture from one area to another in the treatment facility or any other area as instructed.
12. Maintain the grounds and surrounding environs for the treatment facility, including:
 - a. Cutting grass and shrubs

- b. Trimming trees and bushes
- c. Sweeping driveway, yard space, parking lots and adjacent walkways
- d. Water vegetation/flowers
- e. Empty and wash garbage bins from operations area

Other Responsibilities

Perform other job related functions so assigned or as necessary to maintain the performance standards of the facility.

PERFORMANCE STANDARDS

1. Waste storage containers loaded/unloaded timely.
2. Waste materials inspected, sorted, weighed, & organised timely.
3. Routine maintenance checks completed as per established guidelines and schedule.
4. High compliance level with containers operations and maintenance procedures established and maintained.
5. Facility's equipment, operational area and grounds cleaned and maintained within established timeframes and according to required standards.
6. Waste storage containers maintained and operated with minimum downtime.
7. Adequate stock of consumables, spare parts and personal protective equipment maintained at the facility to ensure the efficient operation and maintenance activities.
8. Assigned collection vehicle properly sanitized and available for use within the established timeframes.
9. Safety and emergency response procedures implemented according to Safety and Emergency Response Plans and within established timeframe.
10. Adherence to the Facility's Safety and Health Plans.
11. All accidental spills, emergencies and equipment malfunctions reported within established timeframe (waste manifest, accidental spills, emergencies, and vehicle malfunctions and maintenance activities, records).

REQUIRED COMPETENCIES

	Levels
1. Demonstrated ability to read and write.	
2. Demonstrated ability to obtain general working knowledge of the dynamic operations and maintenance requirements for the facility, the collection vehicles and waste storage container.	
3. Demonstrated ability to explain, apply and monitor such operations and maintenance requirements.	
4. Ability to obtain and maintain requisite HEART NVQ Certification.	
5. Good oral and written communication skills	
6. Team Player	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. A minimum of Grade 9 level education, or equivalent qualifications
2. At least two years working experience with a reputable company.

SPECIAL CONDITION ASSOCIATED WITH THE JOB

- The working environment on the collection vehicles and at the treatment facility involves the mechanical handling of hospital infectious waste.
- Works in bio-hazardous waste environment
- Requires the use of personal protective equipment
- Requires worker training to prevent potential worker exposures to bio-hazardous waste
- Requires proper immunization
- Requires to work beyond normal working hours from time to time to meet deadlines.

REPORTING RELATIONSHIPS

Reports to: Directly – Operations Manager

Indirectly – Senior Facility Operator & Administrator

AUTHORITY

None