



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Environmental Health Specialist 2, Water, Waste Management, Pollution, Plans and Sub-Divisions
JOB GRADE:	GMG/SEG-3
DEPARTMENT:	Health Promotion and Protection Division
REPORTS TO:	Director, Environmental Health Unit
MANAGES:	

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
created/revised

Date

JOB PURPOSE

To develop policies, regulations and national guidelines on drinking and recreational water quality, wastewater treatment and disposal, solid waste management and hazardous waste management.

To provide technical advice on environmental control factors and to ensure that all approved subdivision and development projects meet the Ministry's criteria for environmental health.

KEY OUTPUTS

1. Policies and regulations for waste management developed.
2. National guidelines for land development and subdivisions, domestic and recreational water quality, waste water treatment and disposal, solid waste management and the transportation and storage of hazardous materials developed.
3. Technical advice provided

KEY RESPONSIBILITY AREAS

1. Collaborates with the Director, Environmental Health in the formulation of policies and short and long term objectives for the maintenance of domestic and recreational water quality standards, waste management, pollution control and land development.
2. Develops national guidelines for island wide programmes for the monitoring and abatement of pollution to surface and ground water sources, waste water treatment and disposal, solid waste management, air pollution, industrial hazards, oil spills, and the transportation and storage/disposal of hazardous materials.
3. Develops criteria for subdivision and land development.
4. Reviews plans and proposals for subdivisions and land development submitted by developers in both public and private sectors and ensure consistent application of relevant laws and regulations.
5. Collaborates with the Standards and Regulation Branch in the development of norms, criteria, standards and regulations for domestic water quality, waste management and pollution control.

6. Develops guidelines for the preparation and implementation of preventive and control measures for industrial and other activities, specifically for those having discharges potentially dangerous to the environment. Recommends changes to existing facilities or processes, as necessary.
7. Coordinates activities relating to environmental pollution control with other Governmental Agencies or Departments such as Natural Resources Conservation Authority, Town Planning Department, National Water Authority and the Water Commission. Participate as a member on committees established by these agencies concerning environmental matters.
8. Collaborates in the development of an information system for environmental pollution control, including collection processing and distribution of data for public and technical information.
9. Formulates and implements, through the environmental control laboratory research relevant to the Jamaican environment such as treatability studies for various wastes generated and recommends appropriate treatment processes and facilities.
10. Coordinates research programmes relating to environmental pollution with relevant government departments (Ministry of Mining and Natural Resource etc.), statutory bodies (National Water Authority, Water Commission etc.) and educational institutions (U.W.I, UTECH).
11. Develops programmes for ensuring operability of facilities re: water supply, waste facilities and emission control and advise on the operation procedures and maintenance required to keep these facilities in good operating conditions.
12. Carries out assessment of pollution damage, baseline pollution reports and feasibility studies for pollution abatement by:
13. Assesses the effects of pollution on wild-life
14. Institutes procedures for the determination of organic and inorganic volumetric discharges.
15. Prepares technical documentation necessary to institute legal proceedings for non-compliance to established regulations for pollution control and waste management.
16. Reviews and recommends engineering plans and specifications for domestic supply systems, waste water treatment and disposal facilities

and facilities for the disposal of solid waste and hazardous materials.

17. Participates in the revision/update of laws and regulation relating to waste management and pollution control.
18. Provides advice and assistance to the Regional Health Authorities in the preparation and implementation of comprehensive plans and programmes for the control of existing pollution and provides preventive programmes.
19. Serves as technical advisor to the Director, Environmental Health, Local Government Authorities developers and field staff on matters relating to land development, domestic and recreational water quality, waste management and pollution control.
20. Serves as counterpart to local and overseas Consultants dealing with environmental protection and water resources development.
21. Provides consultation to Government Town Planner regarding the Ministry's requirements for subdivisions and land development.
22. Collaborates with the Health Promotion and Education Section in promoting public participation in the implementation of pollution prevention/control programmes. Promotes within the manufacturing sector the principle of minimizing pollution and increasing economic productivity through the most efficient use of process materials within industries.
23. Represents the Ministry at national and international conferences/fora on Environmental Pollution Control and Prevention.
24. Performs other related duties as assigned by the Director, Environmental Health.

PERFORMANCE STANDARDS

1. A high level of performance is demonstrated consistently.
2. Recommended norms and standards for land development, domestic water quality, pollution control and waste management are consistent with international criteria.
3. Environmental control requirements are met in one hundred percent of all approved subdivisions and land development projects

4. Advice provided is technically sound and accurate.
5. Guidelines and programmes developed have a positive impact on pollution levels.
6. Deadlines are consistently met.

REQUIRED COMPETENCIES

Critical Functional/Technical Competencies	Level s
In-depth knowledge of Public Health Laws and Regulation	
In depth knowledge of environmental pollution control principles and techniques	
Sound knowledge of environmental protection and control laws, practices and issues locally and internationally	
Expertise in the conduct of environmental impact studies	
Knowledge of National and Health policies and how these impact on environmental health	
Knowledge of Hydrology and Water Resources Management.	
Knowledge of trends and developments in regional and international waste management and pollution control	
Knowledge of social, cultural, behavioural and economic factors impacting on the environment.	

Critical Core Competencies	Level s
Excellent oral communication skills	3
Excellent written communication skills	3
Excellent leadership skills	3
Ability to work on own initiative	3
Ability to work in a team	3
Excellent interpersonal skills	3
Possess analytical thinking skills	3
Possess problem solving and decision making skills	3
Excellent planning and organizing skills	3

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- B.Sc. in Civil Engineering, majoring in Environmental or Sanitary Engineering.

- M. Sc. in Chemical Engineering - plus
- Six (6) years progressive working experience in the field of engineering - plus
- Membership in a professional engineering association - or
- Any equivalent combination of education, training and experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Must demonstrate a high level of integrity and professionalism.
- Numerous critical deadlines.

AUTHORITY

- To establish pollution limits for the Jamaican Environment.
- To recommend maintenance requirements for water treatment facilities.
- To recommend changes to industrial production systems and waste treatment and disposal processes
- To approve plans for subdivisions
- To recommend modifications to proposals for subdivisions and land development projects