



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Engineer Assistant
JOB GRADE: SOG/ST 3
DEPARTMENT: Environmental Health
REPORTS TO: Director Environmental Health
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

To provide technical support and assistance to the Environmental Health Units, Environmental Engineer; Regional Health Authorities/Health Departments, clients and stakeholders

KEY OUTPUTS

1. All approved subdivisions and development projects meet the Ministry's criteria for environmental health
2. Technical advice provided on environment health issues

KEY RESPONSIBILITY AREAS

1. Assist the Environmental Health Specialist in the review of plans/designs for developments, subdivisions
2. Check submissions for completeness and compliance with requirements
3. Provide technical advice on submissions
4. Assist in the review of new technologies for sewage treatment and water/wastewater systems
5. Assist with the development of guidelines, standards, protocols and codes
6. Conducts site visits and assessments on the instruction of the Director Environmental Health Unit and/or Environmental Health Specialist
7. Participates in training programmes for the Ministry of Health staff, stakeholders and members of the public
8. Attend workshops/ training sessions/technical briefings/ meetings as instructed
9. Ensure consistent application of relevant laws, regulations and standards
10. Assist with the operation of the database and in the collection, processing and distribution of data for public and technical information
11. Collaborate with the Environmental Health Laboratory in the input and retrieval of data
12. Assist with the preparation of technical documentation on non-compliance issues
13. Prepares monthly narrative reports, special reports and summaries
14. Performs other related duties as assigned by the Director, Environmental Health and/or the Environmental Health Specialist

PERFORMANCE STANDARDS

1. A high level of performance is demonstrated consistently
2. Environmental Health requirements are met in one hundred percent of
3. Guidelines/standards/codes/protocols developed have a positive impact on environmental and public health delivery
4. Deadlines are consistently met

REQUIRED COMPETENCIES

Functional Competences	Levels
Knowledge of National and Health policies and how these impact on environmental health	
Knowledge of laws and regulations relating to public health	
Knowledge of hydrology and Water Resources Management	

Core Competences	Levels
Oral and Communication skills	
Analytical and problem solving Skills	
Initiative	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. UTECH Diploma in related discipline
2. Any equivalent combination of education, training and experience

SPECIAL CONDITION ASSOCIATE WITH THE JOB

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

AUTHORITY

None