



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

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**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Collection System Operator & Driver (Southeast)  
**JOB GRADE:** SOG/ST 2  
**DEPARTMENT:** Medical Waste Management  
**REPORTS TO:** Treatment Facility 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 Treatment Facility Manager, the incumbent is responsible to operate the waste collection vehicles and perform day-to-day operation and routine maintenance of the collection vehicles in an efficient manner and in compliance with the operations, maintenance, and health and safety plans of the waste treatment facility.

## **KEY OUTPUTS**

## **KEY RESPONSIBILITY AREAS**

1. Ensure that medical waste containers are collected daily from healthcare facilities according to Collection Guidelines and Schedules.
2. Conduct loading and unloading of medical waste storage containers at healthcare facilities and the treatment facility respectively, according to Standard Operating Procedures.
3. Drive and operate the treatment facility collection vehicles and waste storage containers per operations manuals.
4. Perform routine preventative maintenance checks and light repairs to collection vehicles and waste storage containers according to the Maintenance Plan and Procedures Manual.
5. Perform other corrective maintenance procedures as directed by Treatment Facility Manager.
6. Monitor the collection vehicles maintenance service schedule and notify the Facility's Manager to ensure that the collection vehicles receives timely servicing.
7. Monitor stocks of consumables, emergency response kits and personal protective equipment, and advise Treatment Facility Manager to facilitate timely procurement and ensure continuous availability.
8. Perform inspection of waste manifest forms for waste collected from healthcare facilities to ensure accuracy of information reported.

9. Report and document all accidental spills, emergencies and equipment malfunctions occurring during collection and transportation.
10. Perform sanitation duties of collection vehicles using mechanical washing unit per schedule.
11. Administer basic safety and emergency response procedures according to Safety and Emergency Response Plans, when necessary.
12. Advise the Treatment Facility Manager of all equipment malfunctions to ensure timely execution of corrective actions.

### **Other Responsibilities**

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

### **PERFORMANCE STANDARDS**

1. Medical waste storage containers collected from healthcare facilities according to established schedules.
2. High compliance level with vehicle operations and maintenance procedures established and maintained
3. Collection vehicles operated with minimum downtime.
4. Collection vehicles receive scheduled maintenance and servicing within established timeframes.
5. Waste manifest forms accurately completed and submitted on schedule.
6. Adequate stock of consumables, spare parts and personal protective equipment maintained on collection vehicles to ensure the efficient operation and maintenance activities.
7. Collection vehicles and waste storage containers properly sanitized and available for use within the established timeframes.
8. Safety and emergency response procedures implemented according to Safety and Emergency Response Plans and within established timeframe.
9. Adherence to the Facility's Safety and Health Plans.

10. All relevant records maintained and reported within established timeframe (waste manifest, accidental spills, emergencies, and vehicle malfunctions and maintenance activities, records).

### **REQUIRED COMPETENCIES**

<b>Functional/Technical Competencies</b>	<b>Level s</b>
Ability to obtain general working knowledge of the dynamic operations and maintenance requirements for the collection vehicles.	
General Drivers License rated at 8000 KGS	
Ability to explain, apply and monitor such operations and maintenance requirements.	
Ability to obtain and maintain requisite HEART NOVQ Certification.	
Effective communication skills, both oral and written	
Ability to use the computer	

<b>Core Competencies</b>	<b>Level s</b>
Oral communication skills	
Written communication skills	
Leadership	
Planning and organizing skills	
Problem Solving and Decision Making	
Interpersonal skills	
Initiative	
People Management	

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Five CXC/CCLS passes including one technical subject, or equivalent qualifications
- At least three years driving experience with motor cars and trucks.
- At least one year working experience with a reputable company.

### **SPECIAL CONDITIONS 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.

### **AUTHORITY**

None

### **REPORTING RELATIONSHIPS**

Reports to: Directly – Treatment Facility Manager  
Indirectly – Director of Waste Management