



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Environmental Health Specialist- Water/Wastewater
JOB GRADE:	GMG/SEG 1
DEPARTMENT:	Environmental Health Unit
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 assist in evaluating the state of Jamaica's Environment; drafting of policies and regulations for the control of water and land pollution, developing and implementing programmes to achieve abatement of pollution for domestic water quality, wastewater treatment and excreta disposal.

KEY OUTPUTS

1. Policies, guidelines and regulation drafted for the control of water and land pollution drafted.
2. Review and make recommendations for engineering designs and specifications submitted to the section for commercial and domestic purposes
3. Commercial and domestic engineering designs and specifications reviewed.
4. Programmes to monitor and prevent pollution of domestic water and reduce the impact of wastewater and excreta disposal developed and implemented.

KEY RESPONSIBILITY AREAS

1. Assists in developing policies criteria, guidelines and regulations for pollution control and environmental hazards as they relate to water quality control waste management and excreta disposal.
2. Assists in the evaluation of Water, Wastewater and Excreta Disposal aspects of Environmental Impact Assessment (EIA's) for development, and subdivision proposals.
3. Assists the Environmental Health Specialist in carrying out assessment of pollution damage and feasibility studies for pollution abatement.
4. Assists in the appraisal and approval of engineering plans and specifications for water wastewater and excreta treatment and disposal facilities for projects, resort areas, industrial agricultural, commercial and institutional concerns.
5. Collaborates with other Governmental Agencies or Departments such as National Resources Conservation Authority, Town Planning Department, National Water Commission, and Water Resources Authority. Participates as a member on committees established by these agencies concerning,

domestic water supply, wastewater treatment and disposal and excreta management.

6. Assists the Environmental Health Specialist in developing and coordinating systematic long range studies for the comprehensive development of adequate water quality standards for domestic, industrial, agricultural and recreational use.
7. Directs and supervises regular, special and intermediate level surveillance and monitoring programmes with particular focus on public health.
8. Assists in the development of an information system for environmental pollution control including collection, processing and distribution of data for public and technical information.
9. Collects and collates surveillance information data and transmits same to relevant Ministries, Departments and Agencies for planning and action.
10. Liaises with and provide technical assistance to parish and regional Public Health Inspectors.
11. Collaborates with other agencies in training programmes and participates in task force action with other personnel in the Unit and with regional and parish health personnel.
12. Develops guidelines for public education in regards to water quality control,, wastewater management and excreta disposal.
13. Promotes and fosters good public relations among the agencies responsible for water production distribution and quality control and wastewater treatment and excreta disposal.
14. Submits to the Section Head regular and special reports on water quality control, wastewater management and excreta disposal.
15. Assists in preparing technical documentation necessary to institute legal proceeding for non-compliance with established regulations.
16. Performs other related duties as assigned by the Director - Environmental Health or Environmental Health Specialist, Waste Management and Pollution Control.

PERFORMANCE STANDARDS

1. A high level of performance demonstrated consistently.
2. Recommended norms and standards for the protection of the environment are consistent with international criteria.

3. Sound advice and accurate information on environment given.

REQUIRED COMPETENCIES

Critical Functional/Technical Competencies	Levels
In-depth knowledge of Public Health Laws and Regulation	
Knowledge of current trends and developments in public health	
Understanding of the social, cultural and economic factors that impact on the environment	
Sound knowledge of environmental protection and control laws, practices and issues locally and internationally	
Knowledge of Hydrology and Water Resources Management	

Critical Core Competencies	Levels
Excellent oral communication skills	
Excellent written communication skills	
Excellent leadership skills	
team work	
Ability to work on own initiative	
Possess analytical thinking skills	
Ability to manage external relationships	
Possess problem solving and decision making skills	
Excellent planning and organizing skills	

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- B.Sc. in Environmental Health or equivalent.
- Diploma in Public Health Inspection.
- Certificate in Water and Wastewater Management - plus
- Five (5) years progressive working experience in the field of Public Health.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Able to meet numerous critical deadlines

- Required to travel overseas.

AUTHORITY

- To establish pollution limits for the Jamaican Environment.
- To recommend maintenance requirements for water treatment facilities.